

# **INFORMATION ITEMS**

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**Week Ending November 3, 2017**

## **REPORTS**

1. Records and Information Management (RIM) Strategy Progress Report

## **INTERGOVERNMENTAL CONSULTATIONS**

1. Budget Talks
2. Ontario Offset Credits Regulation Under the Climate Change Mitigation and Low-carbon Economy Act, 2016

## **CORRESPONDENCE**

1. Town of Lakeshore Resolution re: Provincial Flood Insurance Program

## **BOARDS & COMMITTEES**

1. None

## **ITEMS AVAILABLE IN THE CLERK'S OFFICE**

1. None

# Information Report

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Service Area	Corporate Services
Date	Friday, November 3, 2017
Subject	Records and Information Management (RIM) Strategy Progress Update
Report Number	CS-2017-70

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## Executive Summary

### Purpose of Report

To provide a progress update of current and upcoming key initiatives under the RIM Strategy.

### Key Findings

- Since approval in 2015, the RIM Strategy (Strategy) has been identified as a Corporate Administrative Plan initiative under the 'Our Resources' pillar.
- Key milestones achieved to date include the establishment of a governance structure, new policies and corporate training.
- The development of an Archival Strategy is the next major Strategy initiative planned for 2018.

### Financial Implications

Approximately \$10,000 has been allocated and included as part of the City Clerk's Office 2018 operating budget to support the development of an Archival Strategy.

## Report

The Strategy was approved by Council in October 2015 and created a five year roadmap of initiatives that would allow the City to maximize the use of its information assets. Through the Strategy, the City recognized that information and records are valuable corporate assets that support accountable, transparent and effective government administration, customer service, organizational efficiency, decision making, business continuity and litigation support.

### Objectives of the strategy

- To guide effective management of information and efficiency of operations;
- Support better customer service, planning activities and administration;
- Support asset management, decision-making and openness with the public; and
- Adoption of best practices for information management.

The Strategy, nearing completion of its second year, has been identified as a Corporate Administrative Plan (CAP) initiative under the 'Our Resources' pillar. Initiatives under the Strategy are essential to realizing the CAP goal of managing our resources to achieve maximum public value and with the 'Our Resources' objective of ensuring plans are in place to get the best value for our municipal assets.

Recognizing information as a corporate asset, this work has also been identified and noted in the Corporate Asset Management Plan and RIM staff are represented on the Asset Management Steering Committee.

### **Key milestones achieved to date**

- Strategic governance established in September 2016 with the RIM Steering Committee reporting through the Information Technology Governance Committee;
- Operational governance established in October 2017 with the RIM Liaison Group reporting through the RIM Steering Committee;
- New RIM and Access/Privacy policies and an updated Video Surveillance policy approved by the Executive Team at the end of Q1 2017 and implemented;
- New corporate RIM, access and privacy training implemented in Q3 and Q4 2017; and
- 13,629 City by-laws and agreements from 1989-2017 have been digitized and uploaded to the City's Records Search tool making them easily accessible to staff.

### **Upcoming 2018 initiatives**

The development of an Archival Strategy will be then next significant RIM initiative for 2018.

The RIM Strategy identified significant risks around accountability, transparency and corporate memory. The City has never developed a strategy or consistent approach to preserve records of historical or archival value. This means that the City's original by-laws from 1851 reside in a room that lacks sufficient controls and emergency systems to preserve such important records. Furthermore, other important archival documents such as marriage registers and long-term plans are similarly located in facilities that lack proper controls and records preservation standards. We currently have no way of preserving these assets or making them available for use by staff or the public.

To date, no formal archive has been created to preserve and allow public access to all historical and permanent business records of the Corporation of the City of Guelph. This work will be necessary to ensure that permanent and historical City records, such as by-laws, Council minutes and plans are preserved according to legislative requirements and in the interest of safeguarding corporate memory for future generations.

Both Guelph Museums and Guelph Public Library house archival collections. Current mandates, space limitations, funding requirements and potential partnerships would have to be considered through the Archival Strategy.

## **Financial Implications**

While the Strategy was approved in October 2015, no budget was allocated or approved for the initiatives within the Strategy. Funding for the development of an Archival Strategy is estimated at \$10,000 and this has been built into the City Clerk's Office 2018 operating budget.

Future budget requests will be made in years where funding is required to complete Strategy initiatives that cannot be accommodated by departmental operational budgets.

## **Consultations**

RIM Steering Committee under the Information Technology Governance Committee.

## **Corporate Administrative Plan**

### **Overarching Goals**

Financial Stability  
Innovation

### **Service Area Operational Work Plans**

Our Resources - A solid foundation for a growing city

## **Attachments**

ATT-1      [Records and Information Management \(RIM\) Strategy](#)

## Departmental Approval

N/A

## Report Author

Jennifer Slater, Program Manager Information, Privacy and Elections



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Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Budget Talks	Ministry of Finance	November 3, 2017	<p>The Government of Ontario has committed up to \$5 million to fund up to 5 ideas that help solve problems.</p> <p>Members of Council have the opportunity to share with their constituents the Province's request for policy ideas to include in their 2018 Budget.</p> <p>Proposals would involve implementing a new fund, a pilot study, event, or digital service that could help solve one of 5 focus areas:</p> <ul style="list-style-type: none"> <li>• help parents find childcare information in their community</li> <li>• encourage and promote healthy living</li> <li>• help reduce social isolation for seniors</li> <li>• help support and grow small businesses in Ontario</li> <li>• help students succeed.</li> </ul> <p>The idea would need to be implemented or at least significant progress by spring 2019.</p> <p>The public will vote on the ideas they would most like to see implemented.</p>	Submit on-line via <a href="#">Google</a> , <a href="#">Twitter</a> or <a href="#">Facebook</a> portal	<p>More city specific budget requests will be considered in the future.</p> <p>This is a unique opportunity for the public to provide their input to the 2018 budget.</p> <p>People with lived experience of a problem have valuable insights into that problem's effect and how it might be addressed. These broad ideas could potentially have a positive impact for the Guelph community.</p>	Intergovernmental Relations	<a href="https://talks.ontario.ca/">https://talks.ontario.ca/</a>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Ontario Offset Credits regulation under the Climate Change Mitigation and Low-carbon Economy Act, 2016	Ontario Ministry of the Environment and Climate Change (MOECC)	November 18, 2017	<p>MOECC is seeking input on the proposed Ontario Offset Credits regulation and incorporated protocol. The protocol to be incorporated is a revised draft of the Landfill Gas protocol.</p> <p>The purpose of the proposed Ontario Offset Credits regulation and incorporated protocol is to create the regulatory provisions applicable to the offsets component of the cap and trade program. Offset Credits are a compliance instrument contemplated under the current Cap and Trade Program regulation.</p>	<p>Staff comments will be submitted on the online Environmental Registry (EBR) and provided to Council via the Information Package following the consultation deadline.</p> <p>If interested, both Council and the community can submit comments directly to the Environmental Registry.</p>	<p>Staff response on the proposed legislation and related protocols is to clarify and identify issues with the wording and intent of the documents.</p> <p>Guelph wants to ensure that the proposed legislation does not preclude the City from the financial benefit of being included in the Cap and Trade program and not excluded from the current voluntary market. Additionally, the start date poses a significant challenge to the generation of LFG capture and control offsets in Ontario and also may compromise the viability of activity within the voluntary market for these offsets.</p>	Environmental Services	<a href="https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMzNTQz&amp;statustId=MjAzMDc1&amp;language=en">https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMzNTQz&amp;statustId=MjAzMDc1&amp;language=en</a>



## TOWN OF LAKESHORE

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419 Notre Dame St.  
Belle River, ON N0R 1A0

October 11, 2017

Honourable Kathleen Wynne, Premier  
Legislative Building, Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

**RE: PROVINCIAL FLOOD INSURANCE PROGRAM**

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At their meeting of October 10, 2017 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Wilder moved and Councillor Janisse seconded:

**That:**

**WHEREAS** weather patterns seem to have changed, in that excessive and prolonged rains are now becoming more frequent and regular,

**WHEREAS** there is an increased chance of flooding, as result of excessive and prolonged rains;

**WHEREAS** property owners in areas that are at an increased risk of flooding are often unable to purchase flood insurance to protect their properties; and

**WHEREAS** the cost of property repairs after a flood cause financial hardship for individuals, families and businesses.

**NOW THEREFORE BE IT RESOLVED** that the Government of Ontario be urged to create a Provincial Flood Insurance Program, to cover those individuals, families and businesses who are unable to secure flood insurance for their properties;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader

of the New Democratic Party, and all MPPs in the Province of Ontario; and

**BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

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cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Association of Municipalities Ontario (AMO)  
cc: Via Email - All Ontario Municipalities  
cc: Via Email - MPPs in the Province of Ontario