

Community Services Department

Records related to the Community Services Department and its respective service responsibilities. Includes records related to safeguarding and promoting the health and safety of urban populations, natural environment, built environment and to providing recreation and cultural programs and amenities, including libraries, ensuring equity, accessibility and availability of expertise and information and strengthening community self-reliance and utilizing public/private and community partnerships.

19. Community Services

19. Community Services		Function	Description	Retention and Disposition
19(1) / (22.01)	Community Services Director's Files	To provide a record of the general administration of the Community Services Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Community Services Department.	Archival.
19(2) / (22.02)	Managers of Community Services Department's Files	To provide a record of the general administration of the Community Services Department's divisions as carried out by the managers.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the divisions of the Community Services Department.	Archival.

20. Aquatics Services

20. Aquatics Services		Function	Description	Retention and Disposition
20(1) / (24.01)	Aquatic Programs and Services Files	To provide a record of the planning, development and delivery of aquatic programs and services.	Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.	Destroy 2 years after file closure.

21. Assiniboine Park Enterprise

21. Assiniboine Park Enterprise		Function	Description	Retention and Disposition
21(1) / (25.01)	Assiniboine Park Conservancy Records	To provide a record of the development, general management and operation of Assiniboine Park, including Assiniboine Park Zoo, Assiniboine Park Conservatory, The English and Formal Gardens and Leo Mol Sculpture Garden.	Correspondence, agreements, reports, plans, drawings and other records related to the general management of Assiniboine Park and park services.	Destroy 2 years after obsolete or superseded.
21(2) / (39.01)	Horticulture Records	To provide a record of the development and maintenance of public gardens within the City of Winnipeg.	Correspondence, agreements, reports, plans, drawings and other records related to the general management of the City's public gardens.	Archival.
21(3) / (43.01)	Assiniboine Park Zoo Records	To maintain a registry of animals housed at the Assiniboine Park Zoo and to record transactions involving zoo animals.	Correspondence, reports, birth and death records, purchase, sale and loan agreements, health records and other records related to the activities of the zoo curator and zoo animals.	Archival.

22. By-law Enforcement

22. By-law Enforcement		Function	Description	Retention and Disposition
22(1) / (26.01)	Bicycle Recovery Files	To provide a record of activities related to the recovery and disposition of abandoned, lost or stolen bicycles seized by the Winnipeg Police Service.	Correspondence, reports and other documents related to the recovery of lost or stolen bicycles and their disposition. Includes records related to auctions of unclaimed bicycles.	Destroy 6 years after record creation.

22. By-law Enforcement		Function	Description	Retention and Disposition
22(2) / (26.02)	Bicycle Registry	To maintain a record of bicycles and bicycle owners for the purpose of enabling the recovery and return of lost or stolen bicycles.	Bicycle registration is voluntary and registration is valid for ten years. Includes registration applications, correspondence and other documents related to the administration of the bicycle registry.	Destroy 1 year after cancellation or expiry of registration.
22(3) / (33.01)	Environmental Health Service Files	To provide a record of Public Health inspections services as carried out by City of Winnipeg Environmental Health Officers.	Investigations, orders, legal proceedings, reports, public inquiries and complaints, public training programs, issued permits, correspondence, reports and other documents related to public health enforcement with respect to food service and retail establishments, housing, daycares, residential care facilities, licensed premises, swimming pools, whirlpools and wading pools, special events and responses to other public issues within the community.	Destroy 10 years after file closure.
22(4) / (40.02)	Raffle Lottery Licensing Files	To provide a record of raffle lottery license applications received by the Chief License Inspector.	License applications, correspondence, financial statements, agreements, reports and other documents related to the issue of raffle lottery licenses under By-law 7470/99.	Destroy 6 years after file closure
22(5) / (40.03)	Civic Charities Permit Records	To maintain a record of the issue and revocation of civic charities permits.	Applications, supporting documents, criminal records checks, letters of permission, fundraising reports, correspondence and other records related to the issue and revocation of civic charities permits.	Destroy 6 years after file closure

22. By-law Enforcement		Function	Description	Retention and Disposition
22(6) / (41.01)	License in Lieu of Business Tax Files	To provide a record of applications to purchase a license in lieu of business tax received by the Chief License Inspector.	License applications, correspondence, approvals and other records related to the issue of annual licenses in lieu of business tax to home-based businesses. Includes personal services (beauty salons, pet grooming, day care), professional services (lawyer, accountant, consultant), direct sales (arts, crafts, cosmetics), business services (copywriting, design, telephone soliciting) and construction (electrician, plumber, carpenter) businesses not assessed business tax.	Destroy 6 years after record creation.
22(7) / (42.01)	Trade Licensing files	To record the work of the License Branch related to the regulation and licensing of designated trades under the Doing Business in Winnipeg By-law (formerly the License Bylaw).	License applications, supporting documentation, correspondence, inspection reports, certificates, monthly reports submitted by certain trades, and other records related to the issuing of trade licenses as required under the Doing Business in Winnipeg By-law.	Destroy 6 years after file closure.
22(8) / (88.01)	Enforcement Inspection Files	To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Neighbourhood Liveability By-law, Vacant and Derelict Buildings By-law and other property standards by-laws	Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property bylaws.	Destroy 10 years after file closure.
22(9) / (88.02)	Prosecution Files	To maintain a record of the prosecution of property by-law violations.	Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.	Destroy 10 years after file closure.

23. Community Resource and Protection Services

23. Community Resource and Protection Services		Function	Description	Retention and Disposition
23(1) / (27.01)	Community Resource Area Records	To retain a record of the development and delivery of projects designed to facilitate community development and increase citizen involvement in the local decision-making process.	Records related to the collection and sharing of community profile and neighbourhood classification data as well as records related to other major research projects and community-based programs designed to improve social services, including all relevant correspondence and communications.	Archival.

24. Community Development and Recreation Services

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(1) / (24.01)	Aquatics Programs and Services Files	To provide a record of the planning, development and delivery of aquatic programs and services.	Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.	Destroy 2 years after file closure.
24(2) / (28.01)	Recreation Services	To provide a record of the planning, development and delivery of registered community recreation programs and the operation of recreation facilities.	Planning and administrative records related to the provision of recreation, culture, sport, fitness and wellness programs for all ages including the operation of recreation facilities and facility rentals.	Destroy 2 years after file closure.

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(3) / (28.02)	Children and Youth Recreation	To provide a record of the planning, development and delivery of non-registered children and youth recreation services and affiliated community partnerships.	Planning and administrative records related to the provision of non-registered children and youth programs including the provision of recreational resources and programs for the City's highest need populations, and all correspondence and communications related to recreation development and the establishment of related services and partnerships.	Destroy 2 years after file closure.
24(4) / (28.03)	Community Recreation Development	To provide a record of the planning, development and delivery of leadership development and targeted recreation initiatives such as French language services, adapted services, seniors, and the Aboriginal community.	Planning and administrative records related to the provision of leadership initiatives in partnership with key stakeholders, programs for sustainable development such as Youth Guard and recreation initiatives for French language services, adapted services, seniors, and the Aboriginal community.	Destroy 2 years after file closure.
24(5) / (29.01)	Community Centres	To maintain a record of all activities related to the partnership with the General Council of Winnipeg Community Centres and community centres.	Planning, administrative and financial records related to the partnership with the General Council of Winnipeg Community Centres (GCWCC) and community centre funding grants.	Destroy 7 years after file closure.
24(6) / (29.02)	Facility Development	To maintain a record of all activities related to the development, renovation or expansion of community recreation facilities, including Community Incentive Grants.	Planning, administrative and financial records related to the development, renovation and expansion of community recreation facilities, including community facility development under Community Incentive Grants.	Destroy 7 years after file closure.
24(7) / (29.03)	Recreation Facilities Complaints	To maintain a record of complaints received concerning public access and use of civic recreation facilities and equipment.	Correspondence, notes, reports and other documents related to receipt, investigation and resolution of inquiries and complaints concerning civic recreation facilities, including indoor and outdoor pools, arenas, fitness facilities and leisure and cultural centre facilities.	Destroy 2 years after obsolete or superseded.

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(8) / (40.01)	Community Incentive Grants Files	To provide a record of the administration of the Community Incentive Grants Program (CIGP).	Grant applications and supporting documentation, correspondence, agreements, reports and other records related to the receipt of applications and award and administration of Community Incentive Grants	Destroy 6 years after file closure.

25. Citizen Crisis Response

25. Citizen Crisis Response		Function	Description	Retention and Disposition
25(1) / (31.01)	Citizen Crisis Response Service Records	To provide a record of the coordination and administration of social services to the citizens of Winnipeg.	Records related to the identification of service gaps and barriers to the delivery of social services to the City's vulnerable populations and efforts to connect vulnerable populations to appropriate community resources. Includes client records,	Destroy 2 years after obsolete or superseded.

26. Preparedness and Response

26. Preparedness and Response		Function	Description	Retention and Disposition
26(1) / (32.01)	Emergency Health and Social Service Files	To maintain a record of services provided to Winnipeg residents evacuated from their homes as a result of an emergency.	Registration and inquiry records, food, clothing and shelter vouchers, correspondence and communications with other aid and relief agencies and other records related to the delivery of emergency public aid.	Destroy 5 years after file closure.

27. Job Placement Project

27. Job Placement Project		Function	Description	Retention and Disposition
27(1) / (35.01)	Job Placement Records	To maintain a record of the provision of counseling and work experience services to unemployed, high-needs citizens.	Correspondence with job applicants and employers, progress and follow up reports and all related administrative correspondence, reports and other records related to the Job Placement Program carried out by the Social Support and Development Branch.	Destroy 5 years after file closure.

28. Library Services

28. Library Services		Function	Description	Retention and Disposition
28(1) / (36.02)	Branch Files	To maintain records related to the provision of Branch Services operations.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of public library services as carried out by a branch of the public library system. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(2) / (36.03)	Children and Youth Library Services	To maintain records related to the provision of children's services.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of children's services as carried out within the public library system. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(3) / (36.04)	French Library Services Files	To maintain records related to the provision of French Library Services, including the St. Boniface Branch Library.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of French Library services. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.

28. Library Services		Function	Description	Retention and Disposition
28(4) / (36.05)	Library Information and Reference	To maintain records related to the provision of information and reference services to library patrons for statistical and collection development purposes.	Records of information and reference questions asked and answered by staff.	Destroy 2 years after record creation.
28(5) / (36.06)	Library Material Use Records	To maintain a current record of holdings (collections) of the Winnipeg Public Library.	Correspondence, reports and other records related to acquisition, processing and control of library holdings and the provision of access to library materials.	Archival
28(6) / (36.07)	Library Outreach	To maintain records related to the provision of Outreach Services.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of Outreach Services. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(7) / (36.08)	Library Patron Registry	To maintain a current record of Winnipeg Public Library patrons and to provide a record of circulation of library materials and use of services by patrons.	Patron applications, patron registration and borrowing records, correspondence, reports and other records related to the use of library materials and services by patrons.	Destroy 2 years after file closure.