

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 March 06

FROM: CITY CLERK

FILE: 4220-07
Reference: Archives Reno

SUBJECT: CITY ARCHIVES OFFICE RENOVATION

PURPOSE: To request a Capital Reserve Fund Bylaw to finance renovations at the City Archives office.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$100,000 to finance the renovations at the City Archives office, as outlined in this report.

REPORT

1.0 INTRODUCTION

The City Archives (the Archives) is comprised of a 435 sq. ft. open-plan office and 1,297 sq. ft. of climate-controlled storage. In 2016, the capacity for storage space was reached and a variety of processes were implemented to ensure the continuity of service in spite of space limitations. Increasing online digital access to archival records decreases the need for onsite storage and the proposed renovation will optimize the existing space to continue the digitization of records, facilitate off-site storage transfers, increase public access and better accommodate existing staff and equipment.

The report below outlines current and future capacity challenges and requests additional resources to address them.

2.0 POLICY SECTION

The Archives Office Renovation project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

Goal

- A Connected Community
 - Partnership –

Work collaboratively with businesses, educational institutions, associations, other communities and governments

- An Inclusive Community
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Lifelong learning –
Improve upon and develop programs and services that enable ongoing learning
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
 - Human resources –
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
 - Communication –
Practice open and transparent communication among staff, Council and the community
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets

3.0 BACKGROUND

The Archives functions as a business unit within the Office of the City Clerk and operates as the official repository of Burnaby's municipal records, containing records dating back to Burnaby's incorporation in 1892. It is the responsibility of the City Archives to ensure the preservation and accessibility of vital records by providing proper facilities, environmental controls, and professional management resources to maintain the archival materials in perpetuity.

The current City record description and digitization program has produced an index of all Council minutes and reports dating back to 1894 and can be searched online with full-text versions of the documents, now available from 1894 to present. All City Bylaws dating back to 1892 are also available as full-text PDF documents online as are descriptions and finding aids for all files and records in our holdings.

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The Archives has supported the protection and preservations of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives collection into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facilities in 2017. To facilitate the digitization of records, scanning equipment has been purchased and new processes have been put in place to facilitate ongoing digitization and the storage of original records off-site.

The Archives was not originally set up to facilitate record digitization and offsite storage transfers at the current and anticipated magnitude and is in need of internal renovations to improve the efficiency of the space, provide dedicated scanning areas, provide appropriate staff work space and a private space to receive donations from community members and to review Freedom of Information requests. The proposed renovation replaces a previous capital request for a new archives location, and represents an age-in-place option.

Facility Management Department has been engaged to reconfigure the Archives office space (PS Project Number AAB.0006). These expenditures are included in the 2019-2023 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project, as outlined in this report.

4.0 RECOMMENDATION

It is requested that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$100,000 to finance renovations at City Archives office, as outlined in this report.

Kate O'Connell
CITY CLERK

KO:rp

Copied to: Director of Corporate Services
Director of Finance