

Archives Strategy

Workshop
June 2021

Archives Strategy

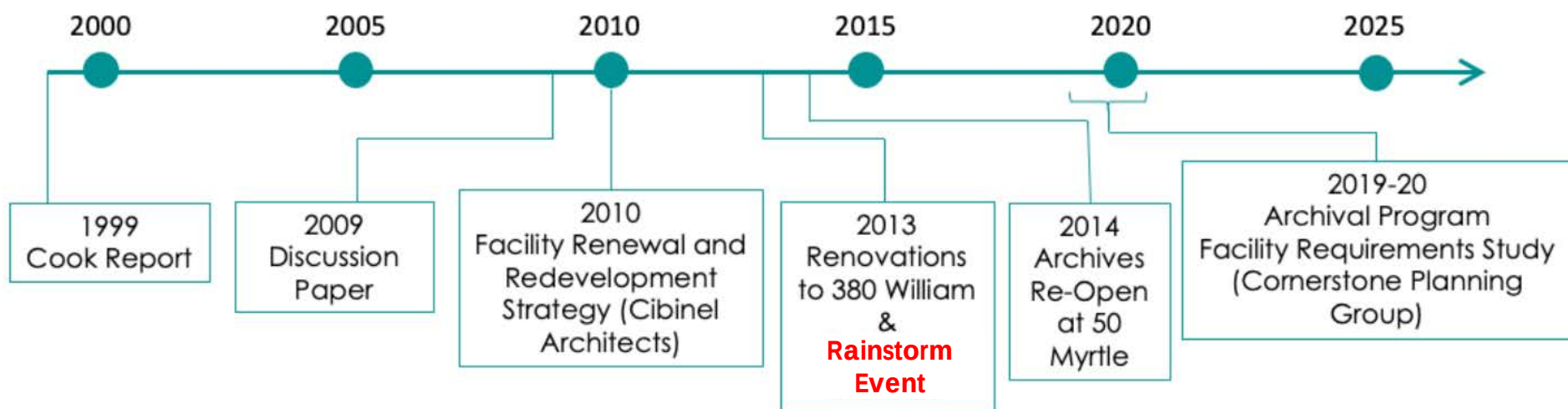
Archives Mission

To acquire, manage and maintain accurate, authentic and usable records in the public trust. To foster civic identity and awareness by connecting citizens to the sources of their past, their histories, their communities. To support the transformation of information into knowledge



Archives Strategy

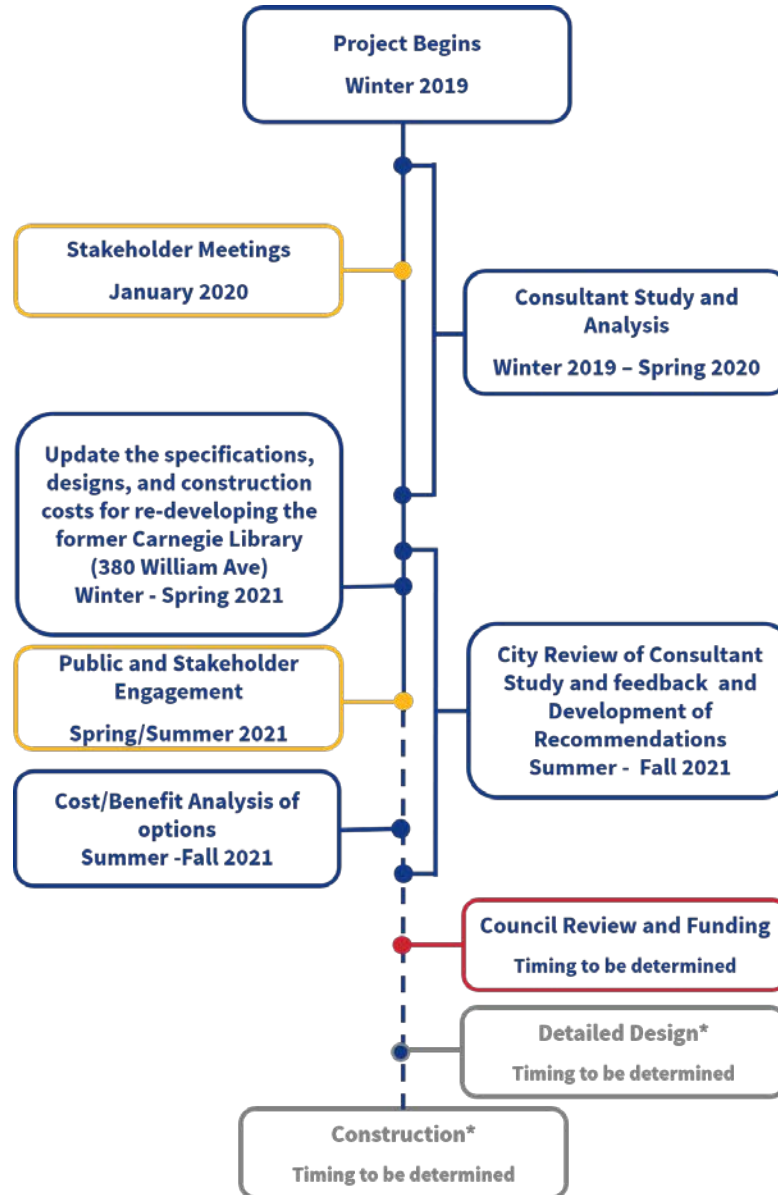
Background



Archives Strategy

Strategy Timeline and Process

1. **Current Context** – review past studies and information
2. **Benchmarking** – interview archival experts from across Canada and compare Winnipeg with five archives to produce a Benchmarking Study
3. **Functional Programming Review** – conduct stakeholder interviews and determine programming needs to produce a Functional Program
4. **Site Considerations and Financials** – project financial requirements for development options and produce a financial report



*Subject to Council approval and funding

Archives Strategy

Project Need

The temporary archives facility on Myrtle Street has limitations. The archives strategy addresses the following needs:

- Collection Risks: the facility is not designed to store archives
- Poor Physical Accessibility: no wheelchair access through the main entrance; limited access by means other than car; no elevator access to second floor
- Insufficient Storage Capacity: not enough storage; risk of deterioration of records
- Functional Limitations: limited research space; no space for public programming; no suitable space for Indigenous ceremonies; limited space for archival functions; no space for public display



How does Winnipeg compare?

Where are we behind?

- Unlike other archives, the City of Winnipeg Archives does not have a temperature and humidity controlled vault or public programming space.
- Most (3 of the 5) archives we surveyed have a conservation lab, which we also currently lack.
- We have a lower ratio of government records to community records.

Where are we in line?

- The City of Winnipeg has taken steps to acquire and maintain digital-born records.
- Staffing and operating budget levels are consistent with the size of the archives and collection.

Where are we ahead?

- The City of Winnipeg has taken steps to advance the Journey of Reconciliation when compared with other archives.

Comparable Measures		Winnipeg	Ottawa	Vancouver	North Vancouver	Centre de Patrimoine	Calgary
Spaces	Reading Room	Y*	Y	Y	Y	Y	Y
	Conservation Lab	-	Y	Y	-	-	Y
	Public Programming Space	-	Y	Y	Y	Y	Y
	Temperature and Humidity Controlled Vault	-	Y	Y	Y	Y	Y
	Fire Suppression System	Sprinklers	Sprinklers	Debating between misting solution / pre-action sprinklers	Sprinklers	Sprinklers	Dry chemical suppression system
	Cold Storage	-	Y	Y	Y	Y	Y
	Documentary Art	Y	Y	Y	Contained in separate Museum Collection	Y	-

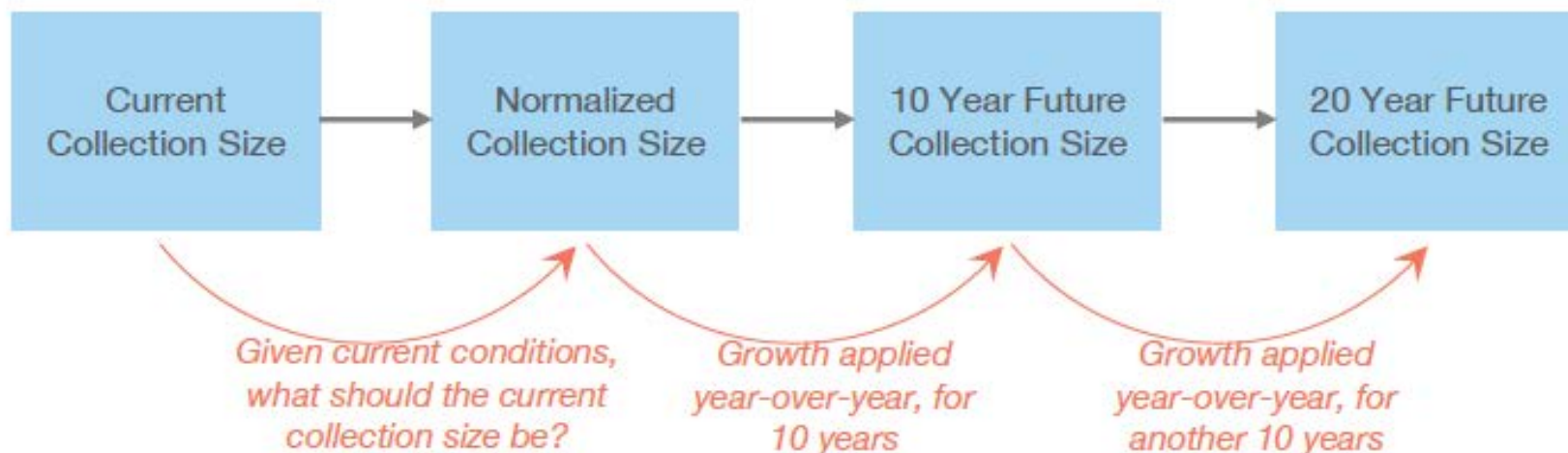
* The Reading Room at Winnipeg is also the lobby area

Archives Strategy

Planning for Growth

To identify how much space we need, the Functional Programming Review looked at the current size of the collection and the growth of the collection over a 10 and 20 year planning horizon.

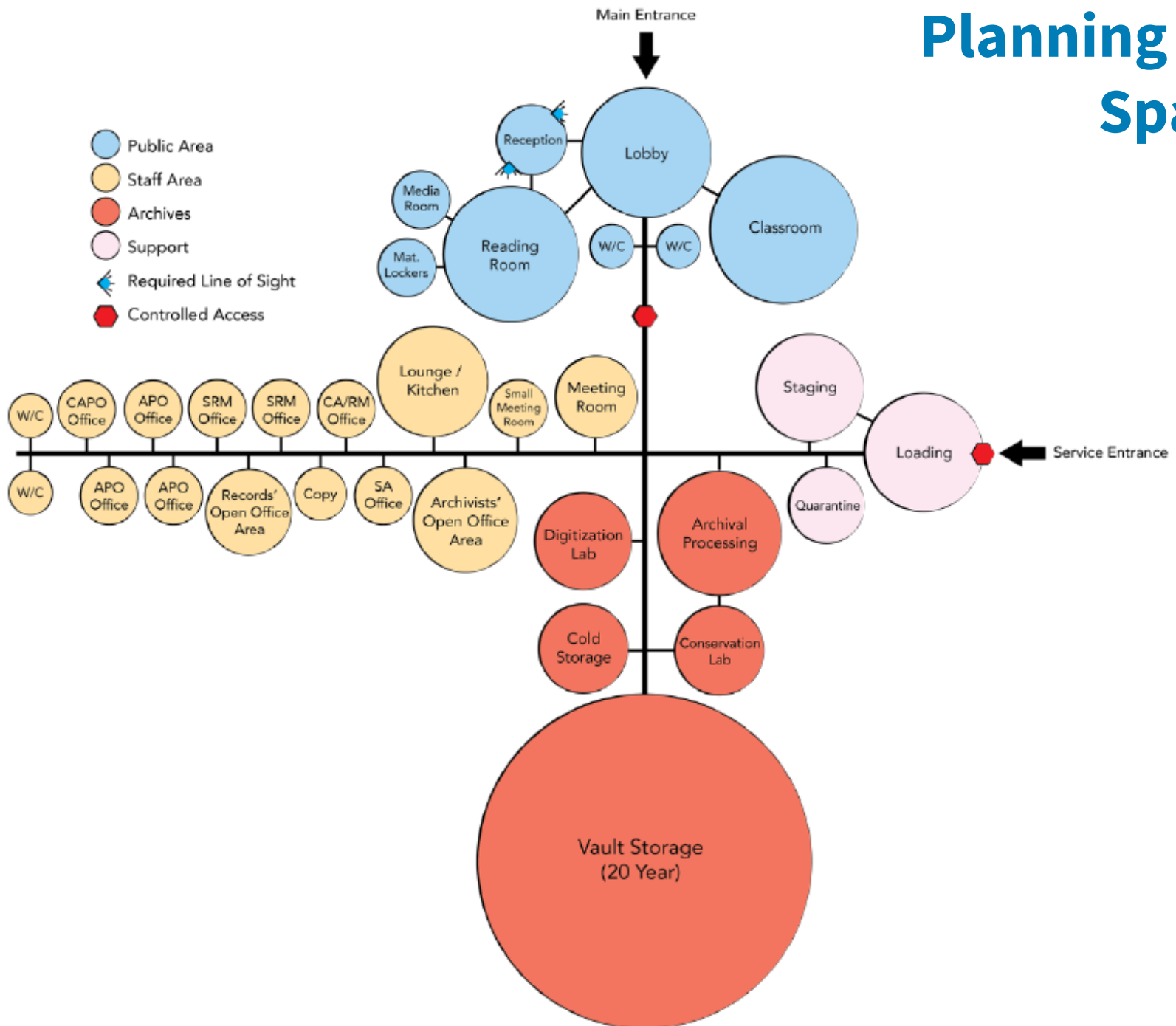
- 3.5% per year growth in textual materials
- 5.0% per year growth in maps and plans, gifts, artifacts, memorabilia, and private mixed media
- 0% per year growth in film



Proposed Service Improvements for the Archives

	Current Services	Service Improvements/Demands
Public Programming	• Offsite programming at schools • Developing materials for offsite displays • Limited programming and support of smudging ceremonies	• Programming and events hosted on-site including tours, classes, lectures, discussion panels, book launches, photo exhibits, film nights, and receptions • Displays hosted on-site, curated by the City of Winnipeg Archives Expanded opportunities for: • Indigenous ceremonies, storytelling, and programming • Community outreach and partnerships with community organizations and school/university programs • More engagement with the public, tourists, students, and visitors
Research	• Providing assisted and non-assisted research, primarily occurring in the reading room	• Additional capacity for researchers • More dedicated and better-equipped research stations allowing access to both physical and born-digital records • Better environment for review of audio and video
Archival Services	• Acquiring of archival records, storage and preservation of records including digitization	• Moderate conservation services including humidification, flattening, and cleaning • Additional digitization efforts • Processing and acquiring digital records
Other	• Small and infrequent additions to the archival collection • Regular operating hours Monday to Friday, 8:30am to 4:30pm	• Increased storage space for archival material from community sources (individuals, families, companies, organizations) • More accommodating operating hours including limited evening and possibly weekend hours

Planning for Space



Archives Strategy

Public Area

Activities to occur in the public area include, but are not limited to:

- Research
- Public Programming
 - Tours
 - Workshops
 - Lectures and classes
 - Discussion panels
 - Archives-curated displays
 - Film screenings
- Indigenous Programming
 - Smudging Ceremonies
 - Elder visits/storytelling
 - Indigenous-curated displays
- Events
 - Networking events
 - Fundraisers
 - Open doors events
 - External meetings and rentals

Archives Strategy

Options Explored

Option #	Description	Estimated Total Project Cost (Class 3 or -20% to +30%)
Option 1	Construct a new building for the Archives to meet needs for up to 20 years.	\$22.3 million
Option 2a	Two Archives sites: a City-owned downtown site for public access with additional storage space at an offsite location.	\$25.8 million
Option 2b	Similar to Option 2a, but downtown location leased.	\$20.0 million (not including lease)
Option 3	Similar to Option 1: construct a new building to meet needs for up to 10 years, with an expansion in 10 years.	\$23.7 million
Option 4	Renovation of 380 William Ave. for Archives.	\$13.3 million (not including hazmat material)

Archives Strategy

Option 1: Construct a new building for the Archives to meet needs for up to 20 years

Represents the ideal space for the City of Winnipeg Archives, offering a new, purpose-built facility that securely houses 20 years' worth of collection growth alongside inviting public spaces.

Features:

- A new, purpose-built facility that securely houses the collection in a climate-controlled vault; room for growth, and inviting public spaces; supports current and improved program needs.

Benefits:

- Built to ideal specifications; includes 20-year growth horizon.

Drawbacks:

- High initial cost, no identified site.

Unknown:

- Availability of site with central location, time required to secure location.

Archives Strategy

Option 2a: Two Archives sites

Distribution of operations between a downtown site for public access with additional storage space at an offsite location. The downtown site will act as a “storefront” will be centrally located in order to be accessible by the majority of Winnipeggers, while the majority of the collection and specialist Archival spaces (Processing, Digitization Lab, Conservation Lab, and Cold Storage) would be in an offsite location.

Features:

- Climate-controlled vault for 25% of holdings onsite (remaining 75% at separate facility); supports current and improved program needs.

Benefits:

- Smaller storefront easier and quicker to secure; includes 20-year growth horizon.

Drawbacks:

- Assumes two new builds needed, most costly of all 4 options, space/equipment/staffing duplication needed over two sites; clients may need to request records 1-3 days in advance, risk of loss and damage to records due to frequent transport, significant work needed to transition to this model of service delivery.

Unknowns:

- Availability of site for both downtown and offsite locations.

Archives Strategy

Option 2b: Two Archives sites (one Leased)

Similar to Option 2a, except downtown site (storefront) would be leased. Also includes a second offsite location to store the majority of the collection.

Features:

- Climate-controlled vault for 25% of holdings onsite in leased facility (remaining 75% at separate facility); supports current and improved program needs.

Benefits:

- Smaller storefront easier and quicker to secure; includes 20-year growth horizon, potential for lower upfront costs.

Drawbacks:

- Assumes long-term lease option is available, space/equipment/staffing duplication needed over two sites; clients may need to request records 1-3 days in advance, risk of loss and damage to records due to frequent transport, significant work needed to transition to this model of service delivery.

Unknowns

- Availability of leased space downtown and site for offsite location.

Archives Strategy

Option 3: Construct a new building to meet needs for up to 10 years, with an expansion in 10 years

Similar to Option 1, provides ideal space for the City of Winnipeg Archives, offering a new, purpose-built facility that securely houses 10 years' worth of collection growth in a climate-controlled vault (as opposed to 20 years' worth of growth in Option 1) alongside inviting public spaces.

Features:

- A new, purpose-built facility that securely houses the collection in a climate-controlled vault, inviting spaces; supports current and improved program needs.

Benefits:

- Built to meet needs of the archives, 10-year growth horizon with option to expand at a later date.

Drawbacks:

- Minimal cost savings, no identified site (assumes central location with ideal access).

Unknowns:

- Availability of site with central location, time required to secure location.

Archives Strategy

Option 4: Renovation of 380 William Ave. for Archives

Renovate the Carnegie Library (380 William Ave) according to Program Facility Requirements.

Features:

- Climate-controlled vault to securely house the collection and meet current and improved program needs.

Benefits:

- Renovated to ideal specifications; includes 20-year growth horizon, best value for money of all options explored, highest and best use of a City-owned heritage building, places program in a site with deep community connection.

Drawbacks:

- Will require extensive renovations to meet the program needs of the Archives.

Unknowns:

- The consultant's analysis used information from 2010 and included no site visit or building code review. To address these issues, the City contracted Pico Architecture to update the information (specifications, designs, and construction costs). This work verifies the consultant's findings and confirms that 380 William Ave. meets the functional requirements of the Archives.

Archives Strategy

Analysis of Options

Based on assumptions around construction costs and cost exclusions, options were evaluated and compared to determine how well they would meet the needs of Archives and the community.

Option	Conclusion
Option 1 (new build)	Best scenario in a new, purpose-built space (only if an appropriate site is available).
Option 2a (two new builds: downtown and industry site)	May be more expensive operationally and will have duplication in space.
Option 2b (lease downtown site and build industry site)	Depends on the availability of space and ties the City into a long-term lease. Expense and duplication is similar to 2a.
Option 3 (10 year new build)	Risk in 10 years when the vault is full and an expansion is required; more expensive than Option 1.
Option 4 (renovate 380 William Ave.)	Meets functional requirements and best value for money. A significant investment would be required for 380 William Ave. regardless of the future occupant.

Archives Strategy

Consultant's Conclusion

Two viable options to consider:

- Option 1: New build of all required space
 - More attractive if there is a downtown site available
- Option 4: Renovation of 380 William Ave. for Archives
 - More attractive if there is a commitment to restoring 380 William Ave.
 - And if the building has not greatly deteriorated since 2010



Archives Strategy

Updates

- Since completion of the consultant's report, the City of Winnipeg has been reviewing the options.
- To support the review of options, additional work was done to update the specifications, designs, and construction costs for renovating 380 William Ave. for the Archives.
- No options have been ruled out.
- Options not identified in the consultant's report may still be within scope of this project.
- We are now collecting feedback on the work completed to date.



Archives Strategy

Additional work on 380 William Ave.

- Completed by Pico Architecture in April 2021
- Looks more closely at Option 4, which the consultant noted was costed using information from 2010 and included no site visit or building code review
- Provides updated specifications, designs, and construction costs that are needed for the cost/benefit analysis that will look at all feasible options
- Confirms that 380 William Ave. meets the functional requirements of the archives
- Includes a Class 3 estimate (-20% to +30%) of \$8.4 million
- This is a more recent estimate than the Class 3 estimate based on older information (\$13.3 million)
- Both estimates are preliminary. They do not include additional costs related to hazardous materials, required consultant fees, contingencies, etc.
- The project costs are still unknown
- Once the City selects a recommended option, project costs will be estimated at a Class 2 level (-10% to +20%)

Archives Strategy

We need your input

In order to better understand your needs, we are asking for your answers to the questions below. Your feedback will help us revise service improvements and make a recommendation to Council on how to proceed.

Use the workbook to follow along in the group discussions.

We want to know:

- 1. When reviewing the proposed service improvements, was anything missed? Are there any other services you would like to see?**
- 2. How do you see community values reflected in the options?**

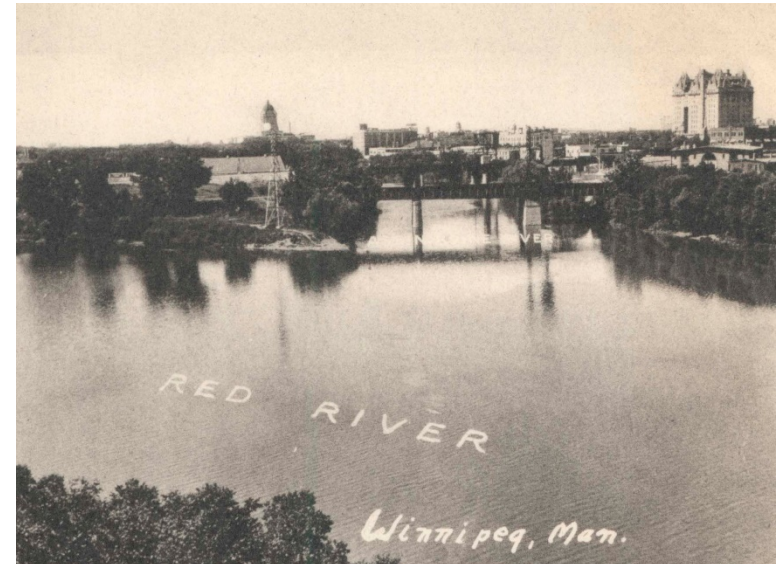
Breakout Rooms

Welcome Back

Archives Strategy

Next Steps

- The Public Service will:
 - Identify all feasible options for future Archives accommodation.
 - Conduct a comparative cost/benefit analysis of the options.
 - Consider cost/benefit analysis results and public engagement feedback to make a recommendation.
 - Determine recommendations for Council's consideration and project funding.



Archives Strategy

Thank you

winnipeg.ca/archivesstrategy
archives@winnipeg.ca