



**City of Kingston
Report to Council
Report Number 25-024**

To: Mayor and Members of Council
From: Janet Jaynes, City Clerk
Resource Staff: Blair Johnson, Manager, Corporate Records & Information
Date of Meeting: December 3, 2024
Subject: Archival Storage and Management Agreement With Queen's University

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The Corporation of the City of Kingston (the "City") is mandated under the *Municipal Act, 2001*, to preserve records in its custody and under its control which are deemed to have legal, fiscal, evidential, and/or archival value, regardless of their physical form. The City's archival records must be both protected and accessible in order to meet the immediate and future needs of the City and members of the public.

On June 26, 1972, Council authorized the Queen's University Archives to manage and make accessible the City's collection of archival records and that the Queen's University Archives be responsible for the collection. The current agreement between the City and Queen's University expires on December 31, 2024.

Recommendation:

That the Mayor and City Clerk be authorized to execute a new five-year agreement for the storage and management of the City's archival records, effective January 1, 2025, between The Corporation of the City of Kingston and Queen's University, subject to the satisfaction of the City Solicitor.

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Authorizing Signatures:

ORIGINAL SIGNED BY CITY CLERK

Janet Jaynes, City Clerk

p.p. ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:**Background**

The City's records and information holdings are valuable corporate assets needed to support effective decision making, meet operational requirements, and protect the legal, fiscal, historic, and other interests of the City. The City must ensure that the integrity of those records is preserved and that they are protected from damage and theft. Section 254(1) of the *Municipal Act, 2001*, provides that the records of the City are to be maintained in a secure and accessible form.

Since June 26, 1972, the Queen's University Archives has been managing and making accessible much of the City's collection of archival records, dating back to 1838. Individuals making use of the City's archival records include City staff, residents of Kingston and the surrounding region, the legal community, academic scholars, students at Queen's and local schools, genealogists, and other interested persons from across the country and around the world. To consult the City's records, researchers use the public reading room maintained by the Archives and are assisted by the onsite Archives staff. The records holding spaces in Kathleen Ryan Hall adhere to archival standards for environmental controls, security, and storage, and ongoing monitoring is provided.

The current agreement with Queen's University began January 1, 2021, and expires on December 31, 2024. The initial annual cost was \$25,000 (plus applicable taxes) and increased in subsequent years by the annual Consumer Price Index adjustment. The annual cost for 2023 was \$25,775 (plus applicable taxes). In January 2025, the City will receive an invoice for the management and administration of the City's archival collection for 2024.

Staff recommends entering into a new five-year agreement, commencing January 1, 2025, for the same storage and management services, between the City and Queen's University, for \$33,825 (plus applicable taxes) for the first year, plus a 2.5% adjustment in subsequent years, with an expiry of December 31, 2029.

Existing Policy/By-Law

Municipal Act, 2001

By-Law Number 2020-8, A By-Law to Adopt the Records Retention Schedule for the City of Kingston

By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston.

Financial Considerations

The proposed storage and services agreement with Queen's University will commence on January 1, 2025 at a cost of \$33,825 (plus applicable taxes) for the first year and increase by 2.5% in subsequent years.

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Archival records that require conservation attention will be identified by Queen's University Archives staff.

Approval for funding for the conservation work will be at the discretion of the City Clerk.

Sufficient funds for annual fees and to undertake discretionary conservation measures will be allocated in the annual operating budget of the City Clerk's Department.

Contacts:

Blair Johnson, Manager, Corporate Records and Information, 613-546-4291 extension 1316

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None