

INFORMATION MANAGEMENT GUIDELINE

CANADA – NORTHWEST TERRITORIES
MUNICIPAL RURAL
INFRASTRUCTURE FUND

Purpose

The purpose of the Information Management (IM) Guideline is to outline the IM requirements for the Municipal Rural Infrastructure Fund (MRIF). The key guiding principle is that Canada, the Northwest Territories (NWT), Recipients and Applicants, have agreed to work together to manage information in accordance with the Policy on the Management of Government Information and applicable provincial policies.

Policy on the Management of Government Information (MGI)

The purpose of this federal government policy is to ensure that information under the control of Canada is managed effectively and efficiently throughout its life cycle. Federal government institutions must manage information in a way that protects privacy, supports informed policy and decision-making and ensures the provision of high-quality programs, services, and information through a variety of channels and in both official languages.

To read the policy, go to the following web site:

http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/pol

Custodianship

CANADA

The information collected and managed under this agreement is “Canada Information.” Under the MGI Policy, the Deputy Head of Infrastructure Canada (INFC) is the official responsible for Canada Information. The Chief Information Officer, Information Management and Information Technology, Program Operations Branch, INFC, has been designated as its senior executive accountable for ensuring implementation of MGI and related standards and guidelines. (Canada Information is defined in the next section.)

SHARED RESPONSIBILITY

The oversight of infrastructure agreements is a shared responsibility. The information collected, created and managed by the Management Committees established to oversee the Agreement is what is considered “Canada Information.”

APPLICANT AND THE NWT

Information collected, created and managed by the NWT, Recipients or Applicants, shared with Canada is also “Canada Information”. The MGI policy does not apply if the information was obtained in confidence. The applicable exemption is described in section 13.(1)(c) of the *Access to Information Act of Canada*.

<http://laws.justice.gc.ca/en/A-1/index.html>

Information

Information is a valuable asset that Canada must manage as a public trust on behalf of Canadians. Effective information management makes government program and service delivery more efficient. It supports transparency, facilitates cooperation across organizations, informed decision-making in government operations, and preserves historically valuable information.

For MRIF, the key areas of information collection are as follows:

- Detailed description of Project;
- Project review and selection framework;
- Eligible and ineligible costs;
- Disposal of assets;
- Environmental management;
- Audit and evaluation;
- Performance management (including benefits, and timelines);
- Risk management;
- Financial (claims and payments); and
- Communications management.

SHARED INFORMATION MANAGEMENT SYSTEM (SIMSI)

Infrastructure Canada has established the Shared Information Management System for Infrastructure (SIMSI) to manage its Program-related information. SIMSI, a secure, user-friendly, bilingual, web-based information management system, assists MRIF management and stakeholders in managing and tracking the multitude of projects that are initiated.

File Classification

File classification is a numbering system to ensure Canada Information is organized, stored and managed as a comprehensive record. A specific project record may contain information at many different locations. It is extremely important to use the same file classification wherever the

pertinent information is located. INFC has established a file classification system and will share it with all MRIF partners.

Reporting

Well-organized information will assist MRIF stakeholders in producing accurate and relevant reports. SIMSI is a powerful oversight tool that has the capacity to manage the Canada information throughout the entire project lifecycle, from eligibility and selection to project closeout requirements.

The Management Committee is responsible for ensuring that information captured in SIMSI is complete, accurate and up-to-date. Announced MRIF projects will be published on the INFC public website. In addition, summary reports are produced for the benefit of parliamentarians, central agencies (departmental performance reports), research organizations and other interested parties.

Federal and Territorial Partners will have access to reports on all their MRIF information collected in SIMSI. The source of reports is the SIMSI Data Warehouse.

As mentioned in other MRIF guidelines such as the Audit and Evaluation Guideline, project information can be used to produce annual audit reports and annual progress reports.

Retention and Disposal

The NWT and the Recipient must keep all pertinent information a minimum of five years after completion of a project. Canada information is subject to the MGI Policy and consequently the *National Archives Act*. With the assistance of its MRIF partners, INFC will set up a retention and disposal schedule for Canada Information. It is very likely that some of the information will be transferred to the National Archives at the end of the retention period because of its historical value.