

ANNUAL REPORTS

COUNCIL OF
NOVA SCOTIA
ARCHIVES

2006-2007

President's Annual Report 2006-2007

On behalf of the Council of Nova Scotia Archives I am pleased to present my report for 2006-2007 and my final report as President of the CNSA. The CNSA once again experienced another busy, challenging and productive year in 2006-2007. This past year we have seen the release of the Voluntary Planning Heritage Strategy Task Force's final report and the preparation of the CNSA's response to the report's many recommendations; the undertaking and completion of the long awaited CNSA Needs Assessment and Planning study; the continuation of internal changes with our grants adjudication process to deal with the National Archival Development Program (NADP) contribution agreement and its increased accountability requirements, along with ongoing negotiations with the Nova Scotia Government regarding an increase in provincial funding for the CNSA and for the archival community in Nova Scotia. The CNSA also had to contend this past year with the absence of our Education, Outreach and Network Archivist, Karen White due to illness and the hiring and training of her replacement, Anne MacLean.

The CNSA continued to offer through its core programs, advice and information to our member institutions; educational opportunities to our individual members through our core curriculum, special workshops, annual conference and our professional development travel bursary; and continued to serve as an advocate for the entire Nova Scotia archival community both here in Nova Scotia and in Ottawa. This year along with our own annual conference, members and staff of the CNSA also worked very hard with the CCA to organize the *Archives and You* conference which will be held immediately after the CNSA conference.

As President, I once again represented the CNSA at the annual ACA Conference in St. John's, Newfoundland in June 2006, attending a number of sessions and meetings related to a variety of issues impacting on the Canadian archival community. I also attended the CCA General Assembly in October in Ottawa. I cannot stress how important attendance at these meetings is to the CNSA as it allows us to develop and maintain ongoing relationships with other provincial and territorial councils, sharing ideas and engaging in a dialogue that will lead to stronger archival community throughout the country.

With the release of the Volunteer Planning Task Force's interim and final reports for a new provincial heritage strategy, a considerable amount of my time was spent over the past year responding to these reports. With the assistance of the Board and our EONA, I prepared a response to the interim report, clarifying misinterpretations that the Task Force had made regarding Nova Scotia's archival community and the CNSA's position on certain issues related to Nova Scotia's archives. I was pleased to see that many of our concerns were addressed in the final report. In February, I prepared a detailed response to the final report in a letter to Bill Greenlaw, Executive Director, Heritage Division, Nova Scotia Tourism, Culture and Heritage and Brian Speirs, Provincial Archivist. In this letter, I applauded the final report and encouraged the rapid movement by the Government for its implementation. I also outlined the role I saw for the CNSA in the implementation of the recommendations related to archives and the resources that the CNSA would need to undertake this work. Working closely with Brian Speirs, I am pleased to announce that we have already achieved a modest level of success in this regard as NSARM has been able to secure for the CNSA an increased level of funding as part of our annual contribution agreement for 2007-2008 to \$60,000 up from \$20,000 in 2006-2007.

The bulk of this additional funding will be used to support the advisory, education and networking services of our EONA, Karen White, whose position title has now been formally changed by the Board to Archives Advisor. By using this additional provincial funding in this way the CNSA was able to reduce the amount of funding that it allocates from the federal NADP funding for the Archives Advisor position to \$10,950 for 2007-2008 down from \$40,000 in 2006-2007.

With the federal National Archival Development Program contribution agreement criteria and accountability requirements still quite new to all of us the CNSA spent a considerable amount of time and energy preparing ourselves and our members for the application and adjudication process of this CCA/LAC funding program. With increased provincial funding available this coming year to support the Archives Advisor position a total of **\$72,525** was made available through the NADP for institutional project funding. The CNSA received 17 applications from member institutions with a total of **\$112,116.19** being requested from the NADP program and a total value of the projects proposed being **\$288,972.48**.

This past year, the composition of the Grants Adjudication Committee also changed. To ensure greater objectivity and additional community involvement, the Committee was comprised of only two members of the CNSA Board along with one additional CNSA member and two individuals from the heritage and information management communities. There are still some challenges for the CNSA and its members to deal with in understanding the new NADP guidelines and criteria and streamlining the grants adjudication process, but the CNSA is committed to ensuring that every member institution receives sufficient training and advice in order to successfully apply for grants under this program.

In June 2006, Karen White was granted a 6 month medical leave of absence from her position as EONA. An advertisement for a 6 month term replacement for Karen was posted on various listservs and after interviewing several fine candidates we selected Anne MacLean as Interim EONA. To say Anne's initiation to the position was a "trial by fire" would be an understatement as she was immediately thrown into a variety of activities including planning for the Needs Assessment and Planning study. I am sure that all of you that dealt with Anne during her tenure agree that she performed wonderfully and on behalf of the entire CNSA I would like to thank her for her hard work and dedication. Anne handled her duties so effectively that in December the Board agreed to extend Anne's contract until the end of March 2007 in order to affect a smooth and orderly transition with Karen back into the EONA position and allow Anne to continue her work on the Needs Assessment and Planning Study and the Archives and You conference.

I am also pleased to report that the CNSA's finances are once again in very good shape thanks in large measure to the diligence and hard work of our Treasurer, Hansel Cook. As Hansel will report in greater detail, the CNSA has been able to live once again this past year within its financial means in 2006-2007 despite a significant increase in our staffing costs. Hansel will present more details concerning the CNSA's finances in his report later in the meeting as well as presenting you with the proposed 2007-2008 CNSA budget, which is included in this reports package.

As a result of our 2005-2006 budget surplus the CNSA launched in cooperation with NSARM a Cooperative Microfilming Programme for archival materials held by CNSA members. I am pleased to announce that the \$4,500.00 in CNSA reserves committed towards the program in 2006-2007 resulted in the microfilming of 23 reels of archival records and newspapers

from 8 CNSA members institutions. The Preservation Committee, chaired by Rosemary Barbour, also remained active on a variety of other fronts including applying for and receiving approval for the CCI Regional 2 day workshop "Emergency and Disaster Preparedness for Cultural Institutions" which was held at the Public Archives of Nova Scotia on 18-19 September 2006. The workshop was fully subscribed and the profit made from the workshop will be used to purchase an industrial dehumidifier which will be available to CNSA members recovering from flood or water damage. The Preservation Committee also continued to systematically review each CNSA members' preservation policies, with five more reviews completed this past year.

The Training and Professional Development Committee, chaired by Kathryn Harvey, continued its ongoing support for the activities of the EONA, as well as organizing this year's wonderful conference. The Committee also oversaw the review of applications to the CNSA Professional Development and Training Assistance Program, which did not receive any applications this past year. I would encourage all CNSA members to take advantage of this funding in the coming year as there are many professional development opportunities for which this funding can be used.

The CNSA through the EONA continued this past year to offer components of its core curriculum of six basic courses in archival training to interested individuals in the community. This year five individuals completed the entire core curriculum and were awarded Certificates of Completion. They are:

- Conrad Byers of Parrsboro Shore Historical Society, Parrsboro
- Kelly Casey of Dalhousie University Archives & Special Collections, Halifax
- Sheryl Stanton of Admiral Digby Museum, Digby
- Anne Thomas of Tangier Gold Mine Historical Society, Tangier
- Kim Walker of Shelburne County Genealogical Society, Shelburne

On behalf of the CNSA I wish to congratulate these individuals for their hard work and dedication in completing this educational program.

The popularity and demand for our core curriculum courses and other training opportunities is continuing both within and outside of Nova Scotia. In late April 2007, *The Introduction to Archives* workshop was offered to students enrolled in the Library Technicians Program at the Nova Scotia Community College and was received very positively. While negotiations with the Library Technician Program coordinators to have the complete core curriculum offered to students in the two year program have stalled over the past year due to the move of NSCC to their new campus in Dartmouth, the CNSA remains optimistic that a deal can be reached. In the mean time, the EONA was approached by the Provincial Archives of New Brunswick and the Council of Archives New Brunswick to give the *Introduction to RAD* workshop to 20 CANB members in Fredericton in March, 2007, which generated a modest amount of revenue for the CNSA.

ArchWay and the CNSA website continued to be used by our members and others seeking information about our respective holdings and CNSA activities. In cooperation with NSARM an upgrade of the software that supports the ArchWay database was undertaken this past year and we continue to see growth in the number of archival descriptions being added to the database by our member institutions. The CNSA also continued its publicity of ArchWay through the placing of a full page backcover advertisement in the magazine *Canadian Heritage* and through an exhibit and subsequent mailout to the membership of the Atlantic Provinces Library Association. The CNSA website saw even greater usage as both the number of individual visits and the number of page views more than doubled from the

previous year.

It is gratifying once again this year to see that the Awards Committee has received at least one nomination for all three CNSA awards. But I would still like to encourage all of you to keep these awards in mind when you complete significant projects within your institutions and to apply for these awards when the nomination forms come out early next year.

The most significant initiative that the CNSA undertook this past year was the comprehensive archival needs assessment and planning study to analyze the current state and aspirations of our member institutions and the challenges facing the archival community in Nova Scotia. This collaborative exercise funded with a \$31,125.00 Strategic Development Initiative grant from Nova Scotia Tourism, Culture and Heritage and with a considerable amount of the CNSA's own resources has resulted in comprehensive analysis of archives in the province; and provides the CNSA with a view of what archival institutions see as the major challenges facing them and how these institutions view the CNSA, its programs and activities. The study provides a variety of recommendations that will serve as a guide for the CNSA in the future development of new programs and activities to address the needs of our members and all of Nova Scotia's archival community.

The success of this study could not have been achieved without the dedication and tireless work of the Needs Assessment Steering Committee, Brian Speirs and Lois Yorke, Nova Scotia Archives and Records Management, Patti Bannister, Sisters of Charity Halifax Congregational Archives, and our staff Karen White and Anne MacLean who along with myself worked with our team of consultants Andrea Arbic, A.L. Arbic Consulting, Leah Hamilton, Genesis Consulting and Marilyn Bell, Archivist to produce a report that will be invaluable to the CNSA and its members throughout the next decade and will provide our community with important information that can be used when advocating for support to address the challenges that we face in our community.

The CNSA has accomplished a lot over the past year, but many new challenges are on the horizon. The Needs Assessment and Planning Study have identified many of these challenges for us but how we will tackle them will require continued study and discussion and require the involvement of our entire community. We must continue to strengthen our member institutions and our provincial network in order to better facilitate the preservation of and access to our province's documentary heritage. We must continue to provide the best educational opportunities possible to our members to prepare them for the continual changing nature of archival work and the new challenges presented by technology and legislation. And we must continue to play an active role and provide a forceful voice in articulating the needs and challenges impacting on Nova Scotia's archival community to the provincial government through our continued participation in the development of a provincial heritage strategy.

Over the past 4 years it has been my privilege to serve you as CNSA President. It has been a tremendous learning experience for me and has allowed me to learn a great deal about Nova Scotia's archival community and all of those individuals, both paid or volunteer, who preserve our province's documentary heritage. If I have one regret as President it is that I did not have the opportunity to visit many of our member institutions or to meet with every member during my tenure. I hope that in the future I will have this opportunity as a CNSA member.

The work we have done and the successes that the CNSA has achieved over my term as President are not mine alone but are directly attributable to the dedication of all of those individuals who have given unselfishly of their time and their expertise on the Board of Directors and CNSA Committees to ensure that the programs and activities that we delivered to our members were of the highest quality. To all of them, whose names are too many to list here, I offer my sincere thanks and gratitude. To those of you who will be continuing the work we have started over the past 4 years and for those CNSA members who will be taking up new leadership roles within our Council, I wish you congratulations and the very best for the future and great success. I know that I am leaving the CNSA in good hands with more secure and diverse sources of funding and a clear vision of the tasks that lie ahead.

Respectfully submitted.

Michael Moosberger
CNSA President

CNSA Budget 2007-2008

INCOME			EXPENSES		
Category	Item	Amount	Category	Item	Amount
Generated	Gifts	0	Administration	Admin - Group Insurance	3000
	Memberships	7000		Depreciation	
	Workshop Registration	6000		Equipment Expenditures	2500
	Annual conference	2800		Office Supplies	2000
	Interest	1000		Memberships	200
	Products	200		Gifts	700
	Sponsorships – General	100		Bank Service Charges	100
	Sponsorships – Conference	500		Discretionary fund	500
	Contracted Services	2000		Payroll/Review/Bookkeeping	4000
			Governance	Executive Committee - Travel	5000
Contributions	NADP-EONA	10950		Executive Committee - AGM	500
	NSARM/TCH	60000		Executive Committee - Operations	1000
				Committees - Travel	1500
				Committees - Operations	1000
			Programs	Workshops - Prog Expenses	2000
				Workshops - Travel Reimburse	1000
				Conference - Prog Expenses	1200
				Conference - Catering and Rentals	1700
				Conference - Travel	500
				Travel Bursary	2000
				EONA Salary	49600
				EONA Travel	3000
				EONA Prof Development	2500
				Awards	600
				Cooperative Microfilming Project	0
				Archway and Web Page Maintenance	800
				Sponsorship (Archives and You)	2000
	Total Income	90550		Total Expenses	88900

Adjudication Committee Annual Report 2006-2007

The National Archival Development Program (NADP) is a financial assistance program of Library and Archives Canada (LAC). The NADP provides contribution funding to Canadian archival organizations to increase their capacity to preserve and make accessible archival materials about Canada and Canadians. Archival projects will be funded on the basis of their support for the five NADP objectives:

1. Increase access to Canada's archival heritage through the national catalogue
2. Increase awareness and broaden use of Canada's archival heritage
3. Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage
4. Increase the capacity of archival networks to undertake strategic and development activities;
5. Increase the capacity of archival institutions to preserve Canada's archival heritage.

Funding from CCA was the same as last year, \$83,475. A new committee was struck to adjudicate the applications. Committee member for 06-07 were Patti Bannister (Sisters of Charity Halifax Archives), Paul Collins (NS Museum), Pauline MacLean (Chair, NS Highland Village Society), Michael Moosberger (Dalhousie University Archives & Special Collections), JoAnn Watson (Dalhousie University's School of Information Management), and Karen White (ex officio CNSA).

An application for \$10,950 to support the Archival Advisor (EONA) was submitted for adjudication at the National level.

The Committee received 17 applications from members. The total requested from the NADP program was **\$112,116.19** and the total value of the projects proposed was **\$288,972.48**. Funds remaining for allocation to CNSA members after funding the Archival advisor was **\$72,525**.

The Committee met in January to review and adjudicate the applications. The applications were rated and assigned a rank according to the criteria and scoring sheets provided by CCA on the web site. With the funds available we were able to recommend 11 application be approved for funding and 6 were approved with no funding available for them. One application was received late and was not adjudicated. . Applicants have been notified of the outcome of the adjudication process and will be notified by CCA if they are approved. Our application for the Archival Advisor has been approved. The Committee has made some recommendations for future adjudications that will be followed up on.

Again I am grateful to all who served on the Committee. It does require a commitment. Also I wish to thank all the members who took the time to prepare grant applications for their dedication to the process and to keeping our documentary heritage safe and accessible.

Respectfully submitted,

Pauline MacLean, Vice President

Membership Committee Annual Report 2006-2007

CNSA has at the end of March 31, 2007 a total of 62 paid members for the 2007-2008 year. We still have 40 for 2006-2007 who have not yet renewed their membership. All members were sent renewal notices in January 2007 in order to be current members for the AGM in May. All new members were mailed our welcome letter and package.

Categories for the 2007-2008 members:	32 - Institutional
	4 - Individual
	26 - General

Categories for the 2006-2007 members: (Still outstanding for 2007-2008)	12 - Institutional
	8 - Individual
	20 - General

New 2007-2008 members are:

- Julie Morris - Individual
- Department of Justice - General
- Tatamagouche Centre Archives - General

Hopefully the remainder of our members who have not renewed at year end will have done so before our AGM.

We have a total of 13 lapsed members:	1 - Institutional
	8 - General
	4 - Individual

Letters with our Survey for Non-Renewal Memberships were sent to 12 of our lapsed members, one now being defunct.

We have three general members who renewed after 31 March 2007.
We have two new general members who joined after 31 March 2007.

Breakdown reports are attached herewith.

Respectfully submitted,

Carol Jacquard
Membership Committee

Education Committee Annual Report 2006-2007

The Education Committee held eight meetings between 1 May 2006 and 31 April 2007. There has been some change in the composition of the committee. Subsequent to the Spring Conference of 2006, Pauline d'Entremont (Musée acadien et Centre de recherche), Lorraine Slopek (Anglican Diocesan Archives), and Barb Thompson (Cumberland County Museum) stepped down from the committee, and I would like to take this opportunity to thank them all for their work over the past several years. The current composition of the committee is as follows:

Kathryn Harvey, Dalhousie University Archives and Special Collections
Anne MacLean, (former) Acting Education Outreach and Network Archivist (EONA) and CNSA Special Projects Archivist
Joanne McCarthy, Halifax Public Library
Amy Nickerson, Mount Saint Vincent University Archives
Heather Pitcher, Nova Scotia Archives and Records Management
Wendy Robicheau, Acadia University Archives

Additionally, Rosemary Barbour of the CNSA Preservation Committee, Karen White, EONA, and Margrete Kristiansen of the Federation of Nova Scotian Heritage sat ex officio.

The Education Committee supports the work of the Education, Outreach, and Network Archivist (now called Archives Advisor), whose activities will be described in a separate report. One item I will add here is that the EONA brought to the Committee's attention the demand for more advanced training than is provided by the Core Curriculum, and to address this need, the Committee has been entertaining ideas for at least one such additional workshop per year. Definitive plans for 2007-2008 have not been made, but this will be a subject for next year's committee to take up.

In December 2006, the Acting EONA, assisted by the Committee Chair, gave a very well-received grant-writing workshop in Truro (Anne did all the work, so I give her full credit for the workshop) attended by 8 people, and the Committee, after hearing a report of this conference decided that it would be worthwhile to hold one every year. A student, Jodi McLaughlin, from Dalhousie University's School of Information Management (SIM) volunteered to put together an extensive handout listing private granting bodies for the archival and heritage sector. The committee agreed that in exchange for her work, she would be invited to attend the workshop gratis. Since Jodi was unable to attend the workshop as re-scheduled, she will be attending the CNSA conference gratis.

The Committee adjudicates applications for the Professional Training and Development bursary program, and this year we received no applications.

The theme chosen for the Annual Spring Conference in 2007 is Outreach, with an emphasis on provision of reference services, access to collections, and development of educational tools such as school kits. The pre-conference workshop will focus on Occupational Health and Safety in archives. Again this year, we are engaging the volunteer services of a SIM student to assist with the conference, and in exchange we are offering free registration. This arrangement worked well last year with Grace Liu volunteering, so we decided to do the same this year, obtaining the assistance of Jason Woloski.

In conjunction with the preparation of the Spring Conference, we have been busy editing and adding to the Conference Planning Manual, which has been under development for over a year now. By the end of this conference, the Manual should be in quite good shape and will—we hope—greatly assist the organizers of future conferences. As well, the Committee Chair met with the CNSA President and Treasurer to establish better reporting categories for conference revenues and expenses; thus, obtaining accurate financial reports from next year's conference should be possible.

In all, we had busy and productive year, and it is gratifying to learn from the recent Needs Assessment survey that educational opportunities are a high priority amongst our members, so I expect the Committee can look forward to a busy and—I hope—fulfilling year ahead.

Respectfully submitted,

Kathryn Harvey
Chair, Education Committee

Preservation Committee Annual Report 2006- 2007

Committee Membership

Preservation Committee membership now comprises:

- Christine Dunphy (Shearwater Aviation Museum)
- Doug Kirby (CBC)
- Ryan Scranton (Historic Restoration Society)
- Brian Speirs (*ex-officio*)
- Karen White, EONA (*ex-officio*) and
- Rosemary Barbour (NSARM and Committee chair).

CNSA Institutional Members Preservation Policies

The Preservation Committee continued to review preservation policies submitted by Institutional Members of the CNSA. This year, we completed five reviews. 18 Thirteen remaining policies will be reviewed by the end of May.

CCI Regional Workshop, 2006-2007

CNSA's application for the subsidized CCI Regional workshop for 2006-2007 was approved and the 2 day workshop "Emergency and Disaster Preparedness for Cultural Institutions" was held at the Public Archives of Nova Scotia on 18-19 September 2006. The workshop was fully subscribed and the profit made from the workshop will be used to purchase an industrial dehumidifier which will be available to CNSA members recovering from flood or water damage.

Nova Scotia Archives and Records Management hosted the same workshop on 21-22 September and CNSA members were able to attend this session as well.

CCI Regional Workshop, 2007-2008

CNSA applied for the regional subsidized workshop for 2007-2008 ("Care of Photographic Materials" or "Storage Planning for Cultural Facilities"). Unfortunately, we were not chosen as the upcoming year's host institution. This year, workshops will be hosted by the New Brunswick Museum (Preservation Management for Seasonal Museums), the PEI Museum and Heritage Foundation (Preservation Housekeeping in Historic House Museums) and the Association of Newfoundland and Labrador Archives (Modern Information Carriers).

Cold Vault

The Programmable Logic Controller for the cold vault has been upgraded and can now be programmed locally and checked remotely. The film preservation cold vault is owned and operated by Nova Scotia Archives and Records Management. The CNSA, an original Cold Vault Consortium member, has been allotted space for 3,000 cans or equivalent free of charge due to its financial contributions and assistance in the acquisition of the original vault.

Co-operative Preservation Microfilm Project

With financial support from the CNSA, NSARM filmed archival records and newspapers from the Anglican Diocese of Nova Scotia and PEI (6 reels), Annapolis Heritage Society (1 reel), Halifax Regional Municipality Archives (7 reels), Les Archives Pere Clarence d' Entremont (3 reels), Scott Manor House (1 reel), Shearwater Aviation Museum (1 reel), University of Kings College (2 reels) and Yarmouth County Museum and Archives (2 reels).

Bookkeeper _ De-acidification

On 20 March, Rosemary and Karen met with Jason Graham of Preservation Technologies, Gatineau, about their Bookkeeper _ de-acidification process. An in-house system is available for \$3,200. Preservation Technologies will send additional information on the in-house system and technical bulletins to Rosemary. The Preservation Committee will look at the feasibility of co-operatively (NSARM/CNSA) acquiring an in-house system

CNSA-Education Committee

As the Preservation Committee chair, I attended CNSA Education Committee meetings throughout the year as an *ex-officio* member.

New Initiatives

The Preservation Committee welcomes suggestions for new initiatives and invites anyone interested to join the Committee.

Respectfully submitted

Rosemary V Barbour
Chair, CNSA-Preservation Committee

ArchWay Committee Annual Report 2006-2007

The ArchWay Committee has moved forward over the last twelve months with respect to increasing the numbers of records included in the descriptive records database and relationship-building activities. The Committee would like to thank Anne MacLean for all her hard work in Karen's absence, and Karen herself for inspiration and her tireless efforts.

The current committee is comprised of:

Anjee Bhatt-Standley (Chair), individual member;
Hansel Cook, Saint Mary's University Archives;
Paul Maxner, Nova Scotia Archives and Records Management;
Susan McClure, Halifax Regional Municipality Archives;
Pat Townsend, Acadia University Archives; and
Karen White, EONA.

The highlights of activities undertaken by the ArchWay Committee this year are as follows.

ArchWay Database

The ArchWay Committee is continuing to work with NSARM, who are currently in the process of upgrading the underlying software that supports the ArchWay database to improve its behind-the-scenes operation.

In the meantime, CNSA members have been inputting their records into ArchWay, especially those who received funding from NADP for arrangement and description projects in 2006-07. There are currently 1,402 fonds descriptions that have been input into the database, representing an increase of 105 fonds level descriptions since March 2006.

Certain unforeseen and inexorable difficulties have delayed the upload of descriptive records to Archives Canada, originally planned for January 2007. These ongoing issues are expected to be resolved in due course and have been dealt with outstandingly by Paul Maxner, on the Committee's behalf.

From the feedback that has been received from ArchWay contributors, smaller adjustments to the system have been made possible, including updating the links to member institution websites within the ArchWay database.

Training

No formal training sessions have been provided in the last year, although assistance has been rendered by phone and email to those who have requested it. It was decided by the Committee that future training requirements for ArchWay would be discussed following the release of the results of the Needs Assessment Survey, which included several questions directly pertaining to ArchWay.

In April 2006, the Committee received a demonstration of the Passage Project from Richard Cloutier. The Committee hopes to build stronger ties with the Passage Project and similar initiatives in order to facilitate information sharing and strategic planning around electronic resources.

Publicity

Due to the success of the previous year, Heritage Magazine offered to run the ArchWay print advertisement at the same discounted price of \$400 for a full page spread; and the advertisement appeared in the November 2006 issue.

ArchWay and the CNSA were promoted by Hansel Cook and two volunteers in the Exhibitors hall of the Atlantic Provinces Library Association conference in Fredericton, NB in May 2006. Although there was very limited interest in ArchWay, the event proved to be successful, increasing general interest in the organization and the *Genealogy Source* book, in particular.

On the basis of the interest demonstrated at APLA, a letter about ArchWay was produced and sent to reference librarians in Nova Scotia at the end of March 2007. This direct mail advertising also included a rack card promoting the Archives & You! Conference in an attempt to generate wider interest outside the archival community.

Website

Very little direct communication is being received through the web survey but it is evident that the community is treating it as a valuable information resource from the cumulative statistics that are available. There were 23,581 unique visitors from April 2006 to March 2007 (up from 10,854 in 2005-06) and they looked at a total of 123,053 pages on the site (only 57,303 page views in 2005-06).

In conclusion, the committee has had an interesting year with some progress made toward increasing participation in data entry and building valuable relationships. This will be my last report as I am stepping down from Chair.

Respectfully submitted,

Anjlee Bhatt-Standley
Chair, ArchWay Committee

Awards Committee Annual Report 2006-2007

Every year the CNSA seeks to acknowledge excellence and achievement within Nova Scotia's archival community. This is accomplished through the awarding of: the Dr. Phyllis R. Blakeley Award for Archival Excellence which recognizes outstanding accomplishments in the archival field; the Carman V. Carroll Award for Outstanding Achievement in Archival Preservation which fosters an appreciation of preservation and acknowledges its interconnectedness to all other archival functions; and the Anna Hamilton Memorial Award for Outstanding Voluntary Service to the Nova Scotian archival community which honours a volunteer who has served Nova Scotia's archival community with dedication, and in an exemplary fashion.

The 2006 winners of the Carman V. Carroll Award for Outstanding Achievement in Archival Preservation and the Anna Hamilton Award for Outstanding Voluntary Service in Archives were, respectively; Nova Scotia Archives and Records Management (NSARM) for their Nova Scotia Film Preservation Cold Vault which stood out for its exemplary efforts at cooperatively preserving the province's moving image heritage, and Amy "Tinker" McKay of St. Paul's Church Archives in Halifax whose volunteer activities were instrumental in the efforts undertaken by the Archives to preserve their holdings. These awards were presented by Anne MacLean, Chair of the Awards Committee, to the winners at the CNSA's Spring Conference Awards Banquet, held in Halifax in May, 2006. One nomination was received in 2006 for the Dr. Phyllis R. Blakeley Award for Archival Excellence, but it did not meet all the stated criteria so the Blakeley was not awarded.

In mid January of 2007, information was mailed out to CNSA members - it was recommended to the CNSA Executive Committee that future nomination calls use electronic means more extensively to minimize increasing postage costs. A deadline of March 15th was imposed, and then later extended until March 23rd. In all, there were three nominations received for the Anna Hamilton Award, two nominations for the Carman Carroll Award, and one nomination was submitted for the Dr. Phyllis Blakeley Award.

The membership of the 2007 Awards Committee was finalized by late March, and consists of Rosemary Barbour, Preservation Committee Chairperson, Kathryn Harvey, Education Committee Chairperson, Paul Maxner, representing NSARM – winner of 2006 Carman V. Carroll Award, Dorothy Outhouse – winner of the 2005 Anna Hamilton Award, and Anne MacLean, Awards Committee Chairperson. Judging of the 2007 nominations received will take place in early April and award recipients will be announced at the AGM at the CNSA Spring Conference.

Respectfully submitted,

Anne MacLean
Chair, Awards Committee

Education, Outreach and Network Archivist Annual Report 2006–2007

Education

Core Curriculum:

This year's education program began with the *Introduction to Archives* workshop in Judique on Apr 20th & 21st, 2006 at the Celtic Music Interpretive Centre. It continued in the fall with the *Access and Reference* workshop on Oct 19th and 20th which was delivered in Wallace at the Wallace and Area Museum. On November 6th and 7th the *Introduction to RAD* workshop took place at the new Halifax Regional Municipality Archives in Dartmouth. Workshop attendance was steady with an average of 14 people per workshop. Several members finished the Core Curriculum program and Certificates of Completion will be presented to:

- Conrad Byers of Parrsboro Shore Historical Society, Parrsboro
- Kelly Casey of Dalhousie University Archives & Special Collections, Halifax
- Sheryl Stanton of Admiral Digby Museum, Digby
- Anne Thomas of Tangier Gold Mine Historical Society, Tangier
- Kim Walker of Shelburne County Genealogical Society, Shelburne

Congratulations to the "graduates" for their work and commitment to professional archives management.

The CNSA workshops are becoming popular outside our membership. In response to a request, the EONA delivered the *Introduction to Archives* workshop to a group of 20 students enrolled in the Library Technicians program at the Nova Scotia Community College – Halifax Campus on April 27th & 28th. The workshop was well-received and the College expressed interest in partnering with the CNSA to include our Core Curriculum in their Library Tech program as a regular component.

Also in response to a request, the EONA traveled to Fredericton, NB in March 2007 and gave the *Introduction to RAD* workshop to 20 members of the Council Archives of New Brunswick.

Conferences:

Locally the EONA participated in planning the Spring Conference in May 2006 and presented a session on the new National Archival Development Program. I also attended the FNSH Conference last May, in particular the sessions on Heritage Strategy. At the national level, the EONA attended a meeting of Archives' Advisors in Ottawa in October 2006, coordinated by the Canadian Council of Archives (CCA). This session aided in the permanent establishment of the Archives Advisors Working Group, a national network of Advisors set up to facilitate the exchange of ideas and approaches to advisory and training work. The EONA is a member of this group and participated in the monthly teleconference meetings which began in Dec 2006.

Other Workshops:

The EONA developed and delivered a training session on writing successful funding applications at the Colchester Historical Society Archives in Truro in December 2006.

Outreach

The EONA made six site visits to archives in Nova Scotia during the 2006-07 year. Members had questions about the establishment of regional archives, arrangement and description functions, and digitization procedures. There is a tremendous amount of work being done in archives. She responded to 36 requests for advice via phone and email from members, the majority of which concerned the NADP and YCW contributions programs. Other topics of interest were monetary appraisal of collections, water damage recovery processes, preservation quality DVDs, legal obligations as they relate to material on loan,

and global preservation site assessments.

The province-wide Heritage Strategy Task Force, and its various reports, were a focus over the summer and winter months. I attended a heritage sector forum hosted by the FNSH in Halifax in August, participated in writing the CNSA's *Response to the Interim Report of the Voluntary Planning Heritage Strategy Task Force* and reviewed their *Final Report*. The EONA provided clarification to Voluntary Planning related to the status of municipal archives in Nova Scotia and the concept of a total archives. I also shared our experience with this provincial strategy process with the Archives Advisors Working Group and in the CCA Newsletter for February 2007.

The EONA sat on the NS Dept of Tourism, Culture and Heritage's adjudication committee for Strategic Development Initiatives grants, the HRM Mayor's Award for Museums and Archives adjudication committee and also on the FNSH's Education Advisory Group. To increase awareness about archival resources on the Web, the EONA made a presentation about Archives Canada to the Nova Scotia Library Association during their annual conference in Halifax in October. In addition, I was asked to speak about / provide promotional materials on the CNSA for the Nova Scotia Community College, Dalhousie's School of Information Management, and the Halifax Regional Municipality Archives.

The EONA was appointed to the national Archives & You! Conference 2007 Steering Committee, and worked with the committee to identify Nova Scotian archival images for inclusion on conference promotional material, develop a marketing and sponsorship plan, and suggest plenary speakers and topics for the program that would most appeal to Atlantic Canadians.

Network

The EONA provided user accounts and advice on the remote data entry function of ArchWay to members who requested it and participated in online training sessions from Eloquent to improve familiarity with the database. The EONA attended regular meetings of the ArchWay Project Committee and maintained the listserv, CNSA-L, and the CNSA website, including the addition of new tools such as the PDF version of the *Nova Scotia Subject Headings Authority* (NSSHA), and the fonds description worksheet. A second office computer was purchased in February 2007 for the Special Projects Archivist.

Other

The work of the EONA was interrupted briefly in June when Karen White took a 6 month leave of absence and Anne MacLean filled the position as Interim EONA from July to the end of November. Before and after this change in personnel, the EONA worked with the CNSA Needs Assessment and Planning Study Steering Committee to develop a Request for Proposal, select the consultants, and create a survey tool that would collect meaningful data from CNSA members.

The EONA continued to work with the Member-at-large in charge of Memberships (Carol Jacquard, Argyle Township Court House and Archives) to update the membership database, administered the Environmental Monitoring Equipment Loan Program for members and assisted with financial procedures of the Council. As ex officio, the EONA attended Executive Board meetings, as well as meetings of all CNSA standing committees: the Education Committee, the Preservation Committee, and the ArchWay Project Committee. On a final note, as of April 1, 2007 the Education, Outreach and Network Archivist will be known as the Archives Advisor.

Respectfully submitted by

Anne MacLean, Interim EONA &
Karen White, EONA

Special Projects Archivist Year End Report December 2006 – March 2007

This position undertook activities begun while Anne MacLean was the interim Education, Outreach and Network Archivist, and was created to ensure continuity for special projects as well as to support the activities of Karen White, EONA, upon her return from a leave of absence.

Education

I participated in planning the 2007 CNSA Spring Conference scheduled for May 9th and 10th. This included revision of forms, research related to moving image copyright, and assessment of available portable display units to recommend purchase. I attended several Education Committee meetings, acting as recording secretary for one meeting.

Outreach

Having participated in the creation of the CNSA's Needs Assessment and Planning Study (NAPS) surveys, I distributed the documents, electronically and by post, to CNSA Institutional and General Members. Working with the consultants, and the NAPS Steering Committee, I provided clarification to survey participants related to specific survey questions by phone and email. Collaborating with CNSA members, and the consultants, a survey site schedule was developed, and during the month of February the Special Projects Archivist, together with consultants Leah Hamilton and Andrea Arbic, made 23 survey site visits to archives in Nova Scotia. Conference calls to 2 additional archives were arranged to address their questions related to the survey. Following the submission deadline, I worked with the consultants and respondents to provide clarification of survey answers prior to analysis. Finally, I met with the consultants and the NAPS Steering Committee on several occasions to review preliminary survey analysis, the draft final report and the executive summary.

Although the EONA was appointed to the 2007 Archives & You! Conference Steering Committee in November, the Special Projects Archivist took the lead on this project for the CNSA office beginning December 2006. Throughout this period I worked with the local and national committees to distribute the Call for Speakers, prepare lists of potential sponsors and marketing opportunities, and contact potential speakers. I also coordinated efforts, on behalf of the CNSA office, to distribute Archives & You! promotional materials to traditional and non-traditional markets. Finally, I prepared and distributed meeting notes for local committee meetings.

In addition, I responded to several requests for advice via phone and email from members and non-members related to the core curriculum program and preservation best practices.

Other

At the request of the EONA, I continued to update the membership database, and coordinated my administrative activities through weekly meetings with the EONA. I worked with the EONA to prepared joint EONA reports, undertook distribution of the mail and the procurement of office supplies, and processed mail outs of Institutional Membership certificates, Core Curriculum workshop information, and Archives & You! Conference and ArchWay promotional materials.

I also attended Executive Board meetings and Education Committee meetings.

Respectfully submitted by

Anne MacLean,
Special Projects Archivist

Provincial Archivist's Annual Report 2006-2007

Summary of Involvement in and Assistance to the Archival Community in 2006/07

- Provincial Archivist remained committed to offering as much support as possible to and collaborating with the CNSA in its efforts associated with the ongoing development and improvement of the archival community and system in Nova Scotia.
- Provincial Archivist continued to be an advocate and staunch supporter of renewed and improved cost shared federal funding programs for the archival community.
- Provincial Archivist served on the National Steering and Adjudication Committee for the Canadian Memory Fund Archival Community Digitization Program as representative of the Council of Provincial and Territorial Archivists (CPTA).
- CNSA, as the recognized archival stakeholder organization in Nova Scotia, is entitled to participate in the deliberations and decisions of the PANS Board of Trustees through its representation on the Board.
- NSARM provided \$20,000 in financial assistance to the CNSA, and will endeavour to systematically increase the amount in subsequent years (e.g. increased to \$60,000 in NSARM 2007/08 budget).
- Provincial Archivist emphasized the importance and role of the CNSA in developing and implementing a provincial heritage strategy in his presentation to the Voluntary Planning Task Force and in the NSARM response to the Interim Report of the Task Force.
- NSARM input on the issues and opportunities guide associated with developing a provincial government heritage strategy addressed sustainability and relevance in archives and shared responsibility for acquisition, preservation, arrangement, description and access in strategic planning and enhanced funding.
- Provincial Archivist contributed to the CNSA Needs Assessment and Planning Study survey and report as a member of the Project Steering Committee.
- CNSA office space in the PANS building is free of charge.
- NSARM has agreed to make storage space in its new archival colour film cold storage vault available to CNSA institutional members without charge.
- NSARM funded a portion of a corporative/joint preservation microfilming project that is of considerable benefit to CNSA institutional members.
- NSARM adheres to the CNSA Cooperative Acquisition Strategy by referring prospective donors to more suitable repositories and by considering and as appropriate acting on requests to deaccession and transfer records from its holdings to other archives in the province.
- NSARM continues to partially subsidize ArchWay by absorbing a significant portion of the operational and systematic upgrade costs for the WebGENCAT software and network.
- Time is made available for NSARM staff to contribute to the CNSA (e.g. Chair of CNSA Preservation Committee).
- NSARM (particularly the Director of Public Services) worked closely with CNSA and CCA in organizing the Archives and You Conference in Halifax.

- The Provincial Archivist values the collaborative relationship with CNSA, and overall the extent and level of NSARM support for the CNSA remains greater than what any other provincial archives (except Quebec and possibly New Brunswick) provide to the archives council in its jurisdiction.

Respectfully submitted

W. Brian Speirs
Provincial Archivist