



Annual  
Reports

Council of  
Nova Scotia  
Archives

2008-2009

## **President's Report 2008-2009**

This was another busy year for your Council. As President, I attended the ACA conference in Fredericton, New Brunswick, in June of last year. I delivered our report to the meeting of Council Presidents at the conference and I can assure we continue to hold our own with the other provinces. I attended workshops and renewed acquaintances with past members of the CNSA exec who were in attendance. The New Brunswick committee prepared a very good conference and the extracurricular activities were wonderful. The weather as well was great.

Also in June, CNSA partnered with Tourism Nova Scotia and NSARM to attend a trade show in Toronto which brought Nova Scotia to that city. Karen White was our contact with Tourism and ACOA as she attended the meetings and wrote the application, arranged the staff and prepared the booth. About 40,000 people visited the venue on the Toronto waterfront in three days. I would estimate we spoke to about 10,000 of them. Our focus was genealogy and we were able to have a brochure made through this program showcasing any members who were able to respond within the time frame we had to develop this brochure. (Members can pick up copies here for your shop.) From my perspective it was a good opportunity to showcase Nova Scotia and also re-introduce family history to former Nova Scotians whose families moved away generations ago. Kim Walker and Joanne McCarthy were my companions on the trip. We make a good team. I would like to thank them for working so hard and for their expertise and to Karen for the behind the scenes work.

In October I attended the General Assembly of CCA on your behalf. I prepared a report for the meeting and brought back the proceedings contained in a binder which is now in the office and available for viewing if requested. The National Archival Development Program was again high on the agenda. We continue to make changes to our processes to accommodate this program. Our Adjudication Committee has been tailored to meet the requirements of the program. We will be sending our comments and suggestions to the NADP Review as before. We encourage anyone with concerns to contact Susan McClure.

We are continuing to apply the recommendations of the Needs Assessment. This year all the Core Curriculum workshops will be at the Tatamagouche Centre so that the Certificate will be achieved in a 12 month period. It is our intention to continue to do this with the workshops to be held in Cape Breton next year. The **Education Committee** under the current Chair Bethany Jost of the Acadia University Archives has put together an informative conference for this year and it has already been decided that the 2010 conference concentration will be on electronic records, with Terry Cook lined up as the key speaker. As you have seen from the report, there have been many changes in the Education Committee and I want to thank Bethany for her work for this conference and for stepping in when Heather Pitcher had to leave the committee.

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 Ottawa. Our capable Archives Advisor, Karen White, has delivered the core programs as well as holding a "*Writing Successful Funding Applications*" workshop to help our members and others apply for funding. In conjunction with the Education Committee, Karen has activities mapped out for the next three years and as you can see from her report, she has accomplished a lot in the last year with much to happen in the new year. Karen continues her site visits to keep up with members concerns and continues to liaise with other organizations on our behalf. She also promotes Council at many venues. Her dedication and hard work are very much appreciated. I want to personally thank Karen for her work ethic and the time and energy she puts in. She sets quite an example for the rest of us.

The **ArchWay Committee** chaired by Hansel Cook continued its marketing of ArchWay with a table in the Members Hall at our last conference. This year they also submitted a PADP grant application to hire a staff member to perform a survey of existing archives software for accession and description. From this project a laptop computer has been purchased and populated with demos of software the members can try out. Congratulations to the committee for their application and for the new tool for members.



of 83 paid Members:

Institutional Members – 37

General Members – 36

Individual Members – 5

Student Members – 5 (3 new)

Unpaid (since year end 2007) - 26

During the year we received 6 new members:

1. 1 new institutional member – Treaty and Aboriginal Rights Research Centre of Nova Scotia.
2. 2 General members – Minudie Heritage Association, Anna Leonowens Gallery
3. 3 student members – Laura McDonald, April Sampson and Robert Martel

One member of the Executive had to resign her position during the last year. Kathryn Harvey took a new job in Guelph, Ontario. We all wish her the best in this exciting new position.

The 2009 **Awards Committee** consisted of Sheryl Stanton, Admiral Digby Museum, representing the 2008 Blakeley Award winner; Rosemary Barbour, Chair, Preservation Committee; and Bethany Jost, Chair, Education Committee with Dorothy Outhouse, Member at large CNSA Board, Committee Chair. And the Nominations are:

**Blakeley Award Nominations:**

1. Shelburne County Archives and Genealogical Society - Booth's Diary
2. Halifax Public Libraries – WWI, WWII and Korea Books of Remembrance
3. Cumberland County Genealogical Society – Down Memory Lane, Seniors' Video Documentary Series

**Carmen Carroll Award Nomination:**

1. Lake Charlotte Area Heritage Society

**Anna Hamilton Nominations:**

1. Parrsborough Shore Historical Society – Conrad Byers

## 2. The Corporation of St. Paul's Church, Halifax – Fiona Day

We will find out about the winners later.

**Brian Speirs, Provincial Archivist**, continues to be a good friend of Council and the member Archives. His support for the Council is greatly appreciated.

I want to take this time to thank the members of all committees of CNSA. The committees do extraordinary work and make the Executive's job easier. Bringing together many different views and experiences gives us new and exciting ideas.

My best wishes and thoughts go as well to the new Executive and in-coming President Susan McClure. I have thoroughly enjoyed my time on the Board and the experience has provided good learning opportunities, fun and fellowship. It seems like yesterday I accepted a half-term position as Secretary, but that was eight years ago. Thanks to everyone I have met for making my time such a good one.

Council will continue to work on your behalf through the next year. We have set ourselves some lofty goals with the review of the Cooperative Acquisition Strategy, the work on the recommendations from the Needs Assessment along with the funding programs and financial challenges. We will continue to work with CCA and NSARM for the good of the members.

Respectfully submitted

Pauline MacLean, President CNSA

## **NADP Adjudication Committee Annual Report 2008-2009**

Library and Archives Canada provides \$83, 475 in financial assistance to Nova Scotia archival projects to support the five objectives of the National Archival Development Program (NADP):

Increase access to Canada's archival heritage through the national catalogue.

Increase awareness and broaden use of Canada's archival heritage.

Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage.

Increase the capacity of archival networks to undertake strategic and development activities.

Increase the capacity of archival institutions to preserve Canada's archival heritage.

Each province/territory adjudicates its own NADP applications, and makes recommendations to the Canadian Council of Archives (CCA) who administers a national level of adjudication before making final recommendations to Library and Archives Canada (LAC). For the CNSA, the NADP Adjudication Committee is chaired by the Vice-President with members appointed by the CNSA Executive. For 2008-2009 Committee members were: Catherine Arsenau (Beaton Institute), Patti Bannister (Sisters of Charity Halifax Archives), Susan McClure (Chair, Halifax Regional Municipality Archives), Michael Moosberger, (Dalhousie University Archives and former chair of NADP Adjudication), Jamie Serran (Yarmouth County Museum and Archives), Karen White (ex officio, CNSA). Committee members connected with an applying institution absent themselves from review of or deliberations about that application. A teleconference training session was held to be sure the committee members understood their responsibilities and the adjudication process.

Because the CCA posted the applications in October, applications were due before the holidays. By Dec. 12, the CNSA had received a total of 11 applications from 9 members asking for a total of \$72,503. The CNSA then submitted one application to host a Copyright Workshop next fall in the Maritimes to use the remaining funds (\$10, 935). The Council's application was forwarded directly for national adjudication, by the CCA's January 30 deadline.

This year there was a more even spread among the objectives applied under:

Objective 1 (description) - 2

Objective 3 (under-represented) - 1

Objective 2 (awareness + use) - 2

Objective 5 (preservation) - 6

Committee members scored the applications based on criteria provided by the NADP, and met on January 15 to review the averaged scores and make final

recommendations to the Canadian Council of Archives (CCA) on which projects should be funded. All 11 projects were recommended for funding, with a few pending clarification in specific areas. With those amendments made, all of the applications were forwarded to the CCA for national adjudication (see attached list of projects). The Committee also submitted suggestions to improve the NADP program and process.

Applicants were notified of the provincial adjudication results and notified by the CCA whether their projects were recommended at the national adjudication level for final approval from LAC. Already one applicant has had to cancel their project because of changing priorities.

I would like to thank each committee member for the time they took to review the applications and participate in deliberations. It is not an easy task. Our Archives Advisor, Karen White, also deserves special thanks for administering this process and assisting members with their applications.

I would also like to acknowledge the applicants for the time they put into their applications, and at the same time encourage more institutional members to consider applying. The total funding request from CNSA members was well below what is available to us, and only 9 of our 40 institutional members are taking advantage of the program. As this is the NADP's final year before review, it is unsure what form federal contributions to archival development will take in the future, but the CNSA will keep its members informed of those opportunities and encourage and support their participation.

Respectfully submitted,  
Susan McClure, Vice President



## Membership Report 2008-2009

At the beginning of 2008 - 2009 the CNSA had a total of 116 members in the following categories:

- 44 institutional
- 56 general
- 14 individual
- 2 student

During the year we received 6 new members:

- 1 new institutional member – Treaty and Aboriginal Rights Research Centre of Nova Scotia.
- 2 General members – Minudie Heritage Association, Anna Leonowens Gallery
- 3 student members – Laura McDonald, April Sampson and Robert Martel

As of 31 March 2009 the CNSA has a total of 83 paid Members:

Institutional Members – 37

General Members – 36

Individual Members – 5

Student Members – 5 (3 new)

Unpaid (since year end 2007) - 26

Membership response was low for the year ending 2008-2009, perhaps due to the fact that the renewal notices were sent by email. It was decided that membership renewals be mailed out for the upcoming year and we are meeting with a higher success rate.

Respectfully Submitted

Kim Walker

Member at large

Membership Committee

## **Education Committee Annual Report 2008-2009**

The Education Committee held eight meetings between 1 April 2008 and 31 March 2009. This year, the Committee welcomed two new members: Jamie Serran (Archivist, Yarmouth County Museum and Archives) and David Mawhinney (Private Sector Archivist, Nova Scotia Archives and Records Management). In June 2008, Heather Pitcher stepped down as Chair of the Education Committee and the position was passed on to Bethany Jost as the interim Chair for 2008-2009. Amy Nickerson stepped down from the committee in the fall of 2008. I would like to take this opportunity to extend the gratitude of myself, and the Education Committee for all of the past contributions of these members.

The 2008-2009 Education Committee membership is as follows:

Bethany Jost, Acadia University Archives

Margrete Kristiansen, King's Historical Society

Jamie Serran, Yarmouth County Museum and Archives

David Mawhinney, Nova Scotia Archives and Records Management

Rosemary Barbour, Nova Scotia Archives and Records Management

Karen White (CNSA Archives Advisor) ex officio

The Education Committee coordinates and administers the education and professional training activities of the Council in addition to supporting the work of the CNSA Archives Advisor, whose activities will be described in a separate report.

The CNSA Spring Conference in May 2008 was a success. There were 55 attendees and half a dozen tables and presentations at the Member's Hall and Show and Tell. Both the Archivist's Night Out dinner and Movie Night at the Archives were also successful. At our closing reception, the Deputy Minister of Tourism, Heritage and Culture, Kelliann Dean, addressed the CNSA community.

In 2008-2009, the CNSA Education Committee received four Training and Development Bursary applications. They were awarded to Braden Cannon from Dalhousie, Sandra Kipis from the Shambala Archives, Rosemary Barbour from Nova Scotia Archives and Records Management, and Andrea Robbins, also from Nova Scotia Archives and Records Management.

This year we have continued to work on the recommendations brought forward from the Needs Assessment and Planning Study in 2007. The 2009 conference will concentrate on new perspectives on archival appraisal and dealing with non textual media (art, cartographic material, and artefacts). It has already been decided that the 2010 conference concentration will be on electronic records, with Terry Cook lined up as the key speaker.

Respectfully submitted,  
Bethany Jost  
Chair, Education Committee  
April 23, 2009

## Preservation Committee Annual Report 2008-2009

### Committee Membership

Preservation Committee membership comprises:

- Rosemary Barbour (NSARM and Committee chair).
- Christine Dunphy (Shearwater Aviation Museum)
- Carla Foxe (graduate, Dalhousie University School of Information Management)
- Doug Kirby (CBC)
- Ryan Scranton (Historic Restoration Society)
- Jamie Serran (Yarmouth Museum and Archives)
- W Brian Speirs (Provincial Archivist - *ex-officio*)
- Karen White (CNSA Archives Advisor, *ex-officio*)

Three meetings were held during the past year on 1 May 2008, 20 November 2008 and 26 February 2009

### Canadian Conservation Institute's Regional Workshop, 2008-2009

The CNSA was awarded the Canadian Conservation Institute (CCI) subsidized regional workshop for 2008-2009. "Storage Planning for Cultural Facilities" was presented by Siegfried Rempel on 19-20 September 2008. This workshop addressed in part the *Needs Assessment* recommendation 6.2.4.b to "introduce a workshop on making better use of storage spaces".

### Canadian Conservation Institute's Regional Workshop, 2009-2010

The CNSA Preservation Committee has been awarded the CCI Regional Workshop for 2009-2010. The topic will be "Care of Photographic Materials", a two day workshop presented by Greg Hill. It will be held in October at the Public Archives of Nova Scotia site.

### Committee Projects

The Committee has discussed a possible co-operative project to acquire the equipment required for the migration of analogue videotapes held by CNSA

members including NSARM and the CBC. The equipment under consideration is the SAMMA system which is being used by the Library of Congress to migrate its holding of 600,000 videotapes to digital files.

Analogue video is now considered to be an endangered carrier and there is some urgency to reformat these holdings. The SAMMA system cleans and inspects the videotape and produces several simultaneous files of varying formats (for preservation and access) in one playback pass.

The Committee would like to develop a proposal and process map over the next year and apply for funding from various sources including the Canadian Council of Archives National Archival Development Program.

The Committee is also looking at the feasibility and desirability of developing an Archives Emergency Response Network for the province using a model developed by the Archives Association of Ontario. To assist archives following serious water leaks or flooding, the CNSA has purchased an industrial de-humidifier which can be borrowed by member archives. Member archives will be responsible for the pickup and return of the unit.

#### 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 Report 2008-2009**

### Membership

The current membership of the committee is comprised of Hansel Cook (Chair), Karen White (ex-officio), Paul Maxner, Susan McClure, Pat Townsend, and Thea Wilson-Hammond.

### Meetings

One meeting of the Archway committee was held in 2008-2009, on October 14<sup>th</sup>, 2008. There were also several meetings between the chair, the archives advisor, and staff for the software review project during the summer of 2008, in order to set terms of reference for the project and receive updates on progress. Further discussion amongst the committee at large was held regularly via e-mail.

### Activities

The primary activities of the CNSA Archway committee for 2008-2009 involved:

*Archway Marketing* - The primary marketing drive for the past year involved a table at the Member's Hall during the 2008 CNSA AGM. The table was staffed by volunteers, including members of the committee. Among other things, CNSA members were updated on recent upgrades to Archway

*Software Survey* – Using funds from our successful PADP grant application, the committee hired a staff member to perform a survey of existing archives software for accession and description. Interviews were conducted by Karen and Hansel, and resulted in Amanda Stevens being selected to perform the review. The idea was to produce a list of strengths and weaknesses to aid our members in choosing software, as well as prepare a test platform using a laptop where members can view demos of the software. A new laptop for the CNSA was purchased as part of this project, and loaded with the software by project staff. The final report was submitted in the fall of 2008. Several changes to the report, brought on by concerns from vendors about information in the report, delayed the release of it until early in 2009. The archives advisor, working with the CNSA executive and the vendors in question, successfully resolved these issues.

Respectfully Submitted,

Hansel Cook  
CNSA Archway Committee Chair

## Archives Advisor Annual Report 2008 – 2009

### Education

#### Core Curriculum:

Despite the cancellation of the *Introduction to Archives* workshop in April 2008 due to low registration, interest in the Core Curriculum picked up in the fall with 7 people attending the *Introduction to Rules for Archival Description 2<sup>nd</sup> ed.* on September 12 & 13 in Amherst and 16 people attending the *Access & Reference* workshop on October 16 & 17 at DesBrisay Museum in Bridgewater. Most participants were enrolled in the program, including 8 new people working towards their certificate of completion. Feedback from participants was very positive.

#### Conferences:

As an ex-officio member of the Education Committee, the Archives Advisor participated in planning the CNSA Spring Conference in May 2008. At the national level I attended the Association of Canadian Archivists (ACA) conference in Fredericton, NB in June. This allowed me to learn more about the effects of digital media on archives, gathered material to pass along to members, met with colleagues across Canada, and observed how the social activities were done in preparation for Halifax's turn to host this national archivists conference in 2010.

#### Other Workshops:

In October I updated the 1-day *Writing Successful Funding Applications* workshop to reflect changes to funding programs and incorporated suggestions for improvement from previous evaluation forms. The workshop was presented to 6 participants at the Beaton Institute, Cape Breton University in Sydney. In November I presented the *RAD2 for Non-textual Records* workshop to CNSA members for the first time, at the Colchester County Museum & Archives in Truro. Feedback from the 7 participants was very positive.

Throughout the year I promoted the Professional Development and Training Assistance Bursary Programme to members via the CNSA-L list. I also wrote an NADP application for a Copyright workshop for 2009-10.

As in previous years, all education-related activities were undertaken in collaboration with the CNSA Education Committee. We followed the recommendations contained in *Building on Strengths: Membership Needs*

*Assessment & Planning Study 2007* in all our planning of educational opportunities for members.

## **Member Services**

The Archives Advisor made 20 site visits to general and institutional members throughout Nova Scotia during the 2008-09 year, traveling a total of 3,900 km. Members had questions about digitizing to archival standards, archival training, global preservation assessments, and preservation measures. I distributed the new plain language guide to Freedom of Information/Protection of Privacy (FOIPOP) legislation to members, the new genealogy map brochure and the latest on preserving electronic records as contained in the Preserver Guidelines and Creator Guidelines booklets from InterPARES 2 Project.

I responded to 173 requests for information via email and telephone from members and 18 requests from the general public, for a total of 191, including many questions about archival processing, preservation, member institutions, and education opportunities. I assisted members with their NADP and PADP applications and final reports and acted as recording secretary for the adjudication committees.

I administered the Preservation Equipment Loans Programme, lending out 5 data loggers to general and institutional members, processed returning loggers and supplied the members with the data collected. This year I refreshed the CNSA inventory of data loggers with the purchase of 10 new loggers using funds received from the NADP programme 2008-09.

## **Outreach**

In the spring I coordinated CNSA's outreach to genealogy researchers with the creation and staffing of a booth at Toronto's Bluenose II Maritime Festival held in June on Toronto's waterfront. I wrote the ACOA funding application which enabled us to send 4 member representatives to the tourism trade show, and purchase a CNSA banner and 2 pamphlet display cases. I represented the CNSA to our Tourism Division partners in the NS Department of Tourism, Culture and Heritage, who assisted us with the creation of a new brochure about genealogy to promote our network of member archives at this venue and for future promotions. I distributed the genealogy map brochures to 9 Visitor Information Centres around the province (4500+), interested B&B operators, and to all general and institutional members in July. The CNSA booth attracted the attention of



approximately 8,000 people over the 3 day festival.

The successful completion of this outreach event paved the way for extending the partnership with Tourism Division and I represented the CNSA during preliminary discussions to create “Routes to Your Roots” website to attract and grow genealogy tourism as a niche market in NS.

In September I attended Dalhousie University School of Information Management’s Associations Day and promoted membership in the CNSA to the students enrolled in that program. I also represented the CNSA on the Canadian Council of Archives (CCA) Advisors Working Group, which met by phone each month and held a face-to-face meeting in October in Ottawa, and I volunteered to sit on the Outreach Committee of the Association of Canadian Archivists (ACA).

### **Network**

The focus in 2008-09 was the *Archives Management Software Review Report*. The Archives Advisor worked closely with the ArchWay Committee to write the PADP funding application, hired and supervised the software analyst and made the *Report* available to CNSA members and the public. The *Report* was welcomed by other Archives Advisors across the country as a much needed resource to assist other archives wrestling with the same questions of automation. With input from the ArchWay Committee and the Executive Board, I developed policies and procedures for members to borrow the new Laptop of Demos. This new equipment was announced on CNSA-L in February and one member borrowed it in March.

The Archives Advisor maintained the listserv, CNSA-L, and worked part of the year with the website editor to keep the CNSA website up to date with the latest news, volunteer committee members, conference and workshop information, and resources and links. In response to members' requests, I wrote a guide to oral history best practices and made it available to all via the CNSA website Resources page.

### **Other**

The Archives Advisor worked with the Vice President (Susan McClure, HRM Archives) to organize a regional roundtable discussion in Cape Breton on the Cooperative Acquisition Strategy in October and acted as facilitator for the discussion. I continued to work with the Member-at-large:

Memberships/Nominations (Kim Walker, Shelburne Co. Archives & Genealogy

Centre) to keep the membership database up-to-date. As ex officio, the Archives Advisor attended all Executive Board meetings, as well as meetings of the following CNSA standing committees: the Education Committee, the Preservation Committee, and the ArchWay Committee.

Respectfully submitted by

Karen White,  
Archives Advisor

**Provincial Archivist's Report  
to  
CNSA - AGM**

**Summary of Involvement in and Assistance to the Archival  
Community in 2008/09**

- 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.
- 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 \$60,000 in financial assistance to the CNSA to support its education, outreach and network programs and services offered to archivists and archives around the province.
- Provincial Archivist in close consultation with CNSA designed, developed and launched the Provincial Archival Development Program (PADP) to provide \$85,000 in cost shared project funding for institutional members of the CNSA and the CNSA. The PADP is compatible with the NADP.
- Working in collaboration with the CNSA, NSARM was instrumental in promoting and making the case for project funding of the CNSA 'Routes to Your Roots' proposal, which has been approved for \$370,000 in funding over three years from Tourism Division as a Community Development Trust project.

- CNSA office space in the PANS building is free of charge.
- 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 Committees).
- The Provincial Archivist values the collaborative relationship and partnership with CNSA, and overall the extent and level of NSARM support for the CNSA remains greater than what any other provincial archives (except Quebec) provide to the archives council in its jurisdiction.

Respectfully submitted as an information item.

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W. Brian Speirs  
Provincial Archivist

April 2009

Date