



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2016-2017

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President's Annual Report April 2016 – March 2017

The Council of Nova Scotia Archives (CNSA) has had a busy past year engaging with our membership and offering quality services to the archival community in Nova Scotia.

The department of Communities Culture and Heritage (CCH) has provided (through Nova Scotia Archives [NSA]) the core part of CNSA's funding – the anchor grant, which allows us to continue to operate and offer a wide array of services to our members, mainly through our sole staff member, the Archives Advisor. In addition to the anchor grant, we are fortunate to have the Provincial Archival Development Program (PADP), which allows the CNSA and its members to engage in projects that help grow archives here in Nova Scotia. The number of applications that we receive as part of the PADP continues to demonstrate the need for this type of funding for our members. In cooperation with CCH and NSA, the CNSA has been involved in examining the PADP program and obtaining feedback from previous adjudicators, applications, and administrators in order to improve the program and its delivery. We are in the process of reporting on the results of these efforts and hope to be able to share the results of this study with the CNSA membership in the coming months.

Culture action plan release

2017 saw the release of the province's Culture Action Plan (<https://novascotia.ca/culture/>), with archives mentioned several times throughout the Plan. The key role that Nova Scotia Archives plays in fostering collaboration and support for the archival community in the province is also emphasized. The CNSA looks forward to further dialogue and collaborative efforts to see that archives are represented as a key component of Nova Scotia's culture.

Nova Scotia Libraries Archives and Museums (NSLAM)

Formerly *Libraries Nova Scotia*, a new group is emerging (name to be determined) with the goal of fostering collaboration among Nova Scotia's Archives, Libraries, and Museums. I am participating in the steering group that is in the process of drafting the mission statement, vision, and values for this newly-formed group. The 2015 Archives, Libraries, and Museums (ALM) conference was a testament to the shared values and potential for cooperation amongst the province's Archives, Libraries, and Museums, and we hope to be able to continue the conversations that started as part of the conference through this group.

Community Albums project

The CNSA has continued to work closely with the Nova Scotia Archives as well as the Public Archives of Nova Scotia board of trustees on the Community Albums project, highlighting the rich archival material that many CNSA member archives have as part of their collections. Archives advisor Jamie Serran worked closely with Michelle Boychuk, the Community Albums

Project coordinator, over the past year to facilitate CNSA member participation. The project is due to be launched this summer and we are excited to be able to highlight these wonderful collections!

MemoryNS

Work on MemoryNS continues, as new member finding aids are continuously added. We have been working with some members to export their finding aids to be included in MemoryNS. We were delighted to hear recently of one member's story (Eastern Shore Archives) of seeing increased social media interaction as well as a sharp increase in the number of "views" on the MemoryNS website when new finding aids were added. We encourage members to continue to add their finding aids to MemoryNS and to draw attention to MemoryNS through means that they engage their users and the broader public. As a part of its efforts to increase member engagement with MemoryNS, a Documentary Heritage Communities Program (DHCP) application for a project to assist members in adding more content to MemoryNS has been submitted. The results of the application are still pending and we hope to have an update on the status of the project soon.

Website Redesign

In summer and fall of 2017 the CNSA underwent a "website refresh" – moving to a new web hosting provider and developing a new "look and feel" for the CNSA website. The intent of this redesign was to facilitate access to event registration, membership renewal, as well as provide better organization for the resources that the CNSA provides access to through its website. We feel that the new website has been a significant improvement over the last one and we welcome feedback at any time.

CCA AGM

CNSA has continued to liaise with its other provincial counterparts and participate as a member of the Canadian Council of Archives (CCA). In September 2016, I attended the CCA annual General Meeting hearing from different provincial archival councils as well as CCA and their activities as well as hear from the CCA about its activities.

Copyright workshop

We were fortunate this year to be able to partner with the Council of Archives of New Brunswick (CANB) to apply for and receive a *Documentary Heritage Communities Program (DHCP)* grant to enable us to hold a two-day Copyright workshop in Sackville, New Brunswick in October 2016. Along with participants from CANB and the Archives Council of Prince Edward Island (ACPEI), a number of CNSA members attended the workshop and benefitted from the expertise of national copyright expert Jean Dryden. This was an excellent opportunity to connect with our colleagues in the Atlantic Region and to gain valuable insight into the Copyright as it applies to archival settings.

NSCC course

We have continued to offer the Introduction to Archives course as part of the Library and Information Technology Program in partnership with the Nova Scotia Community College taught by the Archives Advisor, Several NSCC students have also recently had work placements in some of our member institutions putting their archival skills to work and benefitting CNSA members. This coming year, the CNSA board felt that it was important to take a step back from our partnership with NSCC for the time being in order to reexamine our offering of the course in order to focus on strategic planning and other core CNSA activities.

Strategic Plan

Growing out of the report of Renewal and Sustainability Committee (RASC), the CNSA Executive has begun the process of creating a Strategic Plan. The CNSA Executive will be focusing on developing its Strategic Plan in the coming months with the hope of presenting the new plan at next year's AGM.

Membership Working Group

The Membership Working Group (MWG) was one of the key initiatives emerging from the RASC recommendations and its work has already begun with a membership survey currently underway. This working group is charged with gaining feedback from members so that the Executive can better inform its decisions regarding membership services.

Retirement of Lois Yorke

This past January we said "goodbye" and offered well wishes to Lois Yorke as she retired from her role as Provincial Archivist. Lois was a valued ally of CNSA, and an "invited guest" at monthly CNSA executive meetings. The CNSA board voted unanimously to award Lois with CNSA honorary membership, recognizing the many contributions she has made to CNSA over the years. Lois will be missed and we wish her all the best for her retirement.

CNSA committees

Many of the core services of the CNSA are delivered by our archives advisor, Jamie Serran. In addition to the continuing core curriculum of CNSA workshops, Jamie has continued to deliver the Introduction to Archives class at NSCC; offer site visits to our members; assist in the operations of all the CNSA committees; and many other duties. Please see Jamie's report for more detail on the advisor's work.

I would like to say a special thank you to Rosemary Barbour, who is stepping down from chair of the Preservation committee, after having served as a longstanding chair of the committee. Her leadership and expertise of preservation issues has been very valuable.

I also wish to thank outgoing and current committee chairs and board members for their hard work and dedication over the past year. As well, I would like to thank all the volunteers who serve on the various committees that keep the CNSA running – we couldn't do it without you. I look forward to continuing my term as President in 2017-2018 and working together with the board, NSA, and the CNSA membership.

Respectfully submitted,

Roger Gillis
President, Council of Nova Scotia Archives
May 2017

Archives Advisor's Annual Report April 2016 – March 2017

Education

Core Curriculum

For the 2016-2017 year, two of the six core curriculum workshops were held: *Introduction to Archives* in May 2016 in Sydney; and *Introduction to RAD* in October 2016 in Halifax. Several of the participants are working towards their certificates, so we should have some graduates after next year's round of workshops. This year, the *Introduction to RAD* curriculum was updated to include new material about writing and adding descriptions to MemoryNS.

NSCC Course

The *Introduction to Archives* course in Nova Scotia Community College's (NSCC) Library Technician diploma program was offered once again from January-April 2017 at Dartmouth's Waterfront Campus. 26 students took the course and did very well, showing a great deal of enthusiasm for archives. One of the highlights of our school year are the in-person visits to member archives, which provide a valuable extension to the concepts discussed in the classroom. We visited three member archives to give the students a chance to see archives in action - thank you to all of our members who have graciously welcomed the students into their facilities!

CNSA Conference

The Education Committee once again held a smaller one-day conference at Nova Scotia Archives on May 13, 2016. Several workshops were held over the course of the day around an overall theme of "Onsite Service Delivery". Four short sessions (a MemoryNS discussion, Reference Interviews How-To, CCH Update, and Access & Reference lightning round) were presented around the CNSA AGM at lunch.

Advisory Service

Jamie responded to numerous requests for information from CNSA members and the general public around archival questions (storage, preservation, digitization, policies), MemoryNS, other CNSA services (education and training, workshops), and grants and funding.

Jamie conducted site visits to 4 members across the province, specifically: the Girl Guides Archives in Halifax on June 23; the North Shore Archives in Tatamagouche on August 17; Yarmouth County Museum and Archives in Yarmouth on October 13; and Ste. Anne's University Archive on October 14. Discussion topics included Board relations; organizational policies;

equipment purchasing; digitization and databases; storage and preservation; and project planning and grants.

Jamie acted as resource person and secretary for the PADP Adjudication Committee meeting in May. Prior to adjudication, she reviewed applications and provided advice to members. Jamie became familiar with the new federal Documentary Heritage Communities Program and assisted Nova Scotia applicants with their applications. Generally, Jamie kept members informed about training opportunities and government funding programs.

Outreach

During the year, Jamie served on the Association of Nova Scotia Museums Education & Training Taskforce and took part in bimonthly teleconference meetings with the Archives Advisors' Group.

Network

As part of the website redesign project in 2016, Jamie participated in project planning meetings, helped to draft updated content, and edited content to be moved from the old site. She continued to maintain the CNSA listserv CNSA-L and make updates to the CNSA Facebook page.

MemoryNS, our provincial archival database, has been growing in use since our migration project several years ago. Over the year, Jamie continued to administer the database, creating and managing new accounts, reviewing descriptions, and helping to troubleshoot members' problems with the database. A large number of member questions over the last year have related to MemoryNS usage.

Administration

Jamie worked with the Executive Member-at-large in charge of Memberships (Jane Arnold, Beaton Institute) to update the membership list, and liaised with members to assist with any questions or issues. Jamie administered the Equipment Loans program, and, as ex-officio, attended all Executive Board meetings as well as meetings of all CNSA standing committees: Education, Preservation, and MemoryNS.

The CNSA, in partnership with Nova Scotia Archives and the Public Archives of Nova Scotia (PANS) Board of Trustees, helped to administer and support the Community Albums project – a digital archive featuring photos of “community stories”.

The CNSA submitted a DHCP funding application to hire a MemoryNS Coordinator and assist members in uploading new descriptions to the database. Jamie worked with members of the Executive to plan the project and budget, and to draft the application for submission.

Professional Development

In partnership with the Council of Archives New Brunswick (CANB), the CNSA was awarded a DHCP grant to deliver a Copyright Workshop in Sackville, NB on October 17-18 for CANB/CNSA members.

On September 29-20, Jamie attended an Advisors' Professional Development meeting in Toronto with advisors from across the country. We were hosted at the Archives of Ontario for two days of networking, valuable presentations, and discussions on advisory work and activities.

Jamie also attended the 2016 ACA Conference in Montreal, QC (June 2-4).

Respectfully submitted,

Jamie Serran
Archives Advisor

Report of the Nova Scotia Archives (NSA)
April 2016 – March 2017

The *Public Archives Act* (2017) is the governing legislation for the provincial documentary heritage institution (which 'does business as' the Nova Scotia Archives). The amended Act was proclaimed in February 2017 and ensures continued support for and collaboration with the CNSA.

Under the Act, the Public Archives of Nova Scotia (PANS) Board is now a Board of Advisors. CNSA will continue to be represented on the Advisory Board as the province's recognized archival stakeholder organization.

During 2016/2017, NSA (working with its parent department, Communities, Culture and Heritage/CCH) has fulfilled its mandate to the provincial archival community in various ways and means, including:

- Continued financial support from Communities, Culture and Heritage (CCH)
 - \$60,000 Anchor Grant to support CNSA programs and services
 - \$50,000 for the Provincial Archival Development Program (PADP) – cost-shared, adjudicated project funds to CNSA and its institutional members

- Continued support from Provincial Archivist, as a conduit between CNSA, NSA and CCH
 - a guest at all Executive Committee meetings, bringing information and consulting on matters relating to the archival community
 - working with CCH to explore options for enhancing CNSA's capacity to support member institutions
 - updating on federal-provincial-territorial items of interest

- Continued support for CNSA visibility and inclusion in provincial and national opportunities
 - opportunities to participate in the development of Libraries, Museums & Archives Nova Scotia, and the development of the Culture Innovation Fund

- Continued support for MemoryNS (Provincial Catalogue)
 - NSA covers annual license and support fees charged by Artefactual Systems (Vancouver) for AtoM relational database platform

- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
 - 18 referrals from NSA to 12 CNSA member archives
 - 1 transfer out of NSA; 2 transfers in to NSA

- NSA continues to provide CNSA with office space, basic utilities and use of public meeting-rooms in the Archives Building, all at no cost.
- NSA staff make substantial contributions to CNSA committee work through participation on Education, Preservation and MemoryNS Committees.
- Update on 'Community Albums' Initiative (Canada 150 Project)
 - The Community Albums project represents "albums" from 19 CNSA member institutions
 - Funding for the project has been provided by the PANS Board, from the Dr. Phyllis R, Blakeley Trust
 - Community Albums will launch on June 27, 2017

Respectfully submitted,

Patti Bannister
A/Provincial Archivist
May 2017

Memory NS committee Annual Report **April 2016 – March 2017**

Committee Membership 2016-2017

Jennifer Lambert, Dalhousie University Archives
Paul Maxner, Nova Scotia Archives (ex officio)
Kathleen MacKenzie, St. Francis Xavier University Archives
Christie MacNeil, Beaton Institute
James McLean, Government of Nova Scotia (Chair)
Jamie Serran, Archives Advisor, CNSA (ex officio)
Karen White, Nova Scotia Archives

Meetings

The MemoryNS Committee did not meet in person during 2016-2017, but corresponded by e-mail throughout the year to discuss ongoing business.

Development of AtoM software

The CNSA contributed to a collaborative project to fund development of the AtoM software. The project is being led by the Canadian Council of Archives (CCA) and has several partners including other archival councils and institutions across Canada. The project aims to improve 'bulk import / export' functions in AtoM, which will make it easier for members to do bulk updates to their records in MemoryNS, rather than having to update each record manually. These functions are also intended to make it easier to do bulk updates between MemoryNS and ArchivesCanada, the national archival database. An application for a federal Documentary Heritage Communities Program (DHCP) grant to fund a large portion of the project costs was approved by Library and Archives Canada in June 2016. Development work is now ongoing.

In consultation with Nova Scotia Archives, the CNSA also contributed some of its yearly MemoryNS support tickets to fund a minor fix that improves functionality when updating name authority records. The fix will become available when the AtoM software is updated to version 2.4, which is anticipated to be released later this year.

Halifax Municipal Archives update

In May 2016, the CNSA authorized a request from the Halifax Municipal Archives (HMA) to use some of the support tickets for MemoryNS to help fund a project to update HMA's records within MemoryNS. Work on the HMA records update is currently ongoing.

Upgrade of AtoM software in MemoryNS

MemoryNS was upgraded to the latest version of the AtoM software, version 2.3, in September 2016. MemoryNS will continue to be upgraded on an ongoing basis as newer versions of the software become available.

Submitted by James McLean, outgoing Chair, MemoryNS Committee
May 2017

Preservation Committee Annual Report April 2016 – March 2017

Committee Membership

The Preservation Committee membership comprises:

- Rosemary Barbour (Nova Scotia Archives and Committee co-chair)
- Laurena Fredette (Library and Archives Canada and Committee co-chair)
- Patti Bannister (Nova Scotia Archives)
- Dave Cogswell (Halifax Regional Municipality Archives)
- Jamie Serran (CNSA Archives Advisor, *ex-officio*)

Rosemary Barbour and Laurena Fredette will be stepping down as co-chairs of the Committee as of May 2017. The Preservation Committee did not meet in person but communicated several times by e-mail during the year.

Canadian Conservation Institute's (CCI) Atlantic Regional Workshop, 2016-2017

The Committee's application for the 2016-2017 CCI Atlantic regional workshop and was successful and the workshop, *Environmental Guidelines*, was presented by Stefan Michalski on 5-6 October 2016 at Nova Scotia Archives. Sixteen people attended.

Canadian Conservation Institute's (CCI) Atlantic Regional Workshop, 2017-2018

The Association of Nova Scotia Museums (ANSM) completed a Museum Evaluation of 66 museums in the province in 2016 and found that there is a pressing need for emergency response plans. Therefore, ANSM took the lead in applying for the CCI Atlantic regional workshop for 2017-18. Their application was successful and the workshop, *Emergency and Disaster Preparedness for Cultural Institutions*, will take place at Nova Scotia Archives on 8-9 November 2017. CNSA members will be invited to attend.

Digitization Training

The CNSA Education Committee is investigating digitization training being offered through the Canadian Heritage Information Network (CHIN).

Awards Committee report
April 2016 – March 2017

- Due to the ALM Conference in September 2015, CNSA felt that it was too short a time period between the conference and the next CNSA AGM (taking place May 2016) to ask for more award nominations. As a result, we didn't give out any awards for the 2016 season.

- There were two award winners in 2015
 - **Carolyn Ross** won the Anna Hamilton Award for Voluntary Service. Mrs. Ross is a dedicated volunteer at the North Shore Archives in Tatamagouche.
 - **Halifax Municipal Archives** won the Phyllis R. Blakeley award for the Council Minutes Digital Access Project.

- In 2017, we decided to launch a new marketing campaign to promote nominations. The campaign went from March 14 to April 18 and involved promotions on the CNSA Facebook page, the listserv and the website.

- Despite the marketing campaign, we did not receive many submissions, therefore we will be looking at and revising our awards process for the 2018 season.

- For the 2017 season, we received two nominations which we look forward to awarding at this evening's Wine & Cheese/Awards Reception.

- A special thank you to our judges for the 2017 awards selection, Rosemary Barbour, Susan McClure and Dave MacLachlan.

Respectfully submitted,
Lisette Gaudet
Awards Committee Chair

Membership Committee Annual Report April 2016 – March 2017

The CNSA Membership spreadsheet has been updated for the 2016-2017 year with 81 total membership entries which break-down to:

- 41 Institutional
- 26 General
- 10 Individual
- 4 Student
-

A membership renewal package was sent out on March 28th, 2017. Total numbers for the 2017-2018 membership year will be tallied after the conference and the spreadsheet updated.

Membership Working Group (MWG):

- Jane Arnold (Chair, CBU)
- Catherine Fancy (Acadia University)
- Lindsay MacCallum (MSVU)
- Jamie Serran (CNSA)
- Karen White (NSA)

Meetings: One in-person meeting was held at the CNSA office on February 22nd 2017. The remainder of communications took place via email discussion. One final meeting will be held either via teleconference or in-person to wrap up the committee duties before the summer season.

The MWG has forwarded a survey (May 2 2017) to its members and those on the CNSA list-serv to gather information to help inform decisions around changes to various membership services. The survey will run for three weeks. The new CNSA website membership function will be reviewed and documented as the survey results are analysed. A report outlining the findings from the survey and the website review will be forwarded to the CNSA Executive before the summer season.

A call for volunteers for CNSA committee and Executive vacancies was submitted to the CNSA list-serv by the Membership Chair.

Respectfully submitted,

Jane Arnold (Outgoing Chair – Membership Committee)

Treasurer's Annual Report
April 2016 – March 2017

This was my fourth year as Treasurer for the CNSA and my job continues to be made very easy by the CNSA's efficient Bookkeeper, Lynn Laves. Lynn oversees most day-to-day transactions and preparation of monthly financial reports.

Reports are submitted for my approval and Board approval on a monthly basis, and daily financial doings, such as cheque writing and allocation of revenue and expenses, are overseen by me in communication with Lynn and the other signing officers.

The following items are worthy of noting from the past year:

- 1) The Council received \$30,000 in additional funding in 2013 to be used strategically for Renewal and Sustainability. Over the last few years this has assisted us with the Renewal and Sustainability report, additional human resource support for Jamie, and the development of a new website. In this past fiscal year, the remaining amount of the ministerial top up was expended on the website and additional travel of the archives advisor.
- 2) Attached are the unaudited Financial Statements from Grant Thornton, ready for review and approval by the membership.
- 3) Attached is the Budget for 2017/2018. This year's budget has predicted a shortfall of \$5,824 as we see in the General Revenue line. These additional funds come from the CNSA reserves. In the past four years, Jamie has been teaching an archives course at NSCC which has realized almost \$3,500 in revenue for the CNSA annually. The Board feels in the interest of executing identified tasks from our strategic plan, we will forego the NSCC course in 2018 and focus on the renewal process. Thus the predicted shortfall is a combined result of the lack of NSCC fees and increased expenses around strategic planning.

Respectfully submitted,

Thea Wilson-Hammond
CNSA Treasurer