



Council of Nova Scotia Archives

ANNUAL REPORTS

2019-2020

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CNSA President's Annual Report

April 1, 2019 - March 31, 2020

This annual report package provides CNSA members with an account of the Council's Committee and Board activities over the past year. I encourage you to read each report to see the work that a team of dedicated staff and volunteers has achieved. Writing from COVID-19 quarantine and reflecting on the past year is somewhat surreal; we took so much for granted and 2020/2021 is going to be a different world. I hope all the good progress made in 2019 keeps the CNSA on steady ground as we look to the unanticipated uncertainties before us.

MemoryNS Project

Funded by the Communities, Culture and Heritage Culture Innovation Fund, this project exceeded our goals to increase the representation of CNSA members in our provincial archival database. Lisa Snider joined the CNSA as MemoryNS Technical and Training Coordinator in May 2019 and we continue to benefit from her expertise. *Please read Lindsey MacCallum's MemoryNS Committee report for details of this successful project.*

Educational Review

The Education Program Renewal Working Group led by Jane Arnold, conducted a review of educational offerings, past CNSA membership reports and member input from the 2019 conference. Their report was approved in Feb. and recommended:

- a) a review of the core curriculum with the addition of an online delivery option and a refresher course;
- b) a return to working with NSCC to offer an archives course in their Library and Info Technician program;
- c) continuing to provide convenient and high-quality workshops and conferences; and
- d) implementing a formal mentorship opportunity among members.

Please read Jane's full report and come to the AGM to hear more details on our education renewal plans.

Archives Advisor

Sara Hollett provided a very full year of advisory services, conducting 17 site visits and delivering four core curriculum courses, as well as the many administrative duties the CNSA relies on the AA to do, as detailed in Sara's *report*. The AA position is vital to our organization and is key in the delivery of our education program. Because the renewal of the education program requires dedicated time, the Executive decided to focus our limited funding on that effort and manage without an Archives Advisor for the time it takes to renew the core curriculum. Services will be maintained as much as possible through the efforts of the Executive and Lisa Snider who is hired as interim Advisor and MemoryNS Coordinator, mostly funded through new federal funding that we can tell you more about at the AGM. Because of social-gathering restrictions we were unable to have a proper farewell for Sara at the end of March, however many expressions of thanks were given, and we wish her all the best.

Communications

At last year's AGM we created a new Executive Member-at-Large (Communications and Awards) position in response to the Strategic Plan. Sharon Murray joined in whole-heartedly and has kept us

connected this past year through the creation of a Communications Plan, revival of the CNSA Newsletter and much social media activity. Read about that exciting work in *Sharon's Communications Report*.

Professional Development & Training Bursary and Member Travel Subsidy budgets combined

In recent years the \$1500 budgetted to support members to attend external PD&T opportunities has not been fully expended, so the Executive and Education Committee committed to publicizing the Bursary more and combined its budget with the \$800 available to subsidize members' travel to CNSA workshops and conferences, to offer more flexibility so that those monies can be fully expended on supporting member education. These funds were more fully used this year; keep those applications coming!

Preservation Services Renewal

New dataloggers are available for members to borrow to monitor the temperature and humidity of their facilities. Disaster recovery supply depots were confirmed available for members' use at 3 locations across the province. See the [CNSA website](#) and *Dave Cogswell's report* for details on all these services.

Historic Nova Scotia Partnership

In April 2019 CNSA agreed to partner with [Historic Nova Scotia](#) to promote this popular site and assist in the development of a CNSA Tour. Members can share their origin stories, as well as contribute other stories. CNSA supported the work of Historic Nova Scotia with a \$1000 contribution.

Nova Scotia Heritage Council Visioning Session

Sharon Murray and I represented CNSA at a February 2020 meeting called by Anita Price, Association of Nova Scotia Museums to explore the creation of an umbrella heritage organization in NS. The session was facilitated by Andrea Arbic and included invited representatives from the Royal Nova Scotia Historical Society, the Genealogical Association of Nova Scotia, Heritage Trust of Nova Scotia.

Consensus was that a provincial heritage council would function best as an independent not-for-profit, rather than as a provincial advisory body, with its priorities being advocacy and education/promotion, and with inclusive representation from umbrella groups and from cultural groups and independents. Next steps were inconclusive; there was consensus that a heritage council would be useful, but that there was little time, energy or budget to make it happen.

Advocacy

On behalf of the membership, CNSA Executive sent letters of support for the relocation of the City of Winnipeg Archives and against severe budget cuts at the Bibliothèque et Archives nationales du Québec as well as letters of welcome to new Executive Director of Archives, Libraries and Museums section of the NS Department of Communities, Culture and Heritage, Stephanie Smith and new Librarian and Archivist of Canada, Leslie Weir. We met with Ms. Weir when she visited Halifax in January and took that opportunity to inform her about the challenges and treasures in archives in Nova Scotia.

Libraries, Archives, Museums Nova Scotia (LAMNS)

The LAMNS Steering Committee last met in June 2019. Last summer CNSA members were encouraged to participate in the NSA-led provincial survey of historical newspapers to gather details on holdings in all provincial institutions in order to prioritize and coordinate digitization efforts. The survey is complete and awaits next steps.

Canadian Council of Archives (CCA)

CNSA is a voting member of the CCA and I participated in its Annual General Assembly last fall, as well as their new bi-monthly information-sharing teleconferences. The CCA continues to be our link to the other provincial archival associations and to federal initiatives. Some especially relevant to CNSA are:

- [ArchivesCanada](#) - the national catalogue to which our MemoryNS descriptions are contributed.
- [Archives Canada Digital Preservation Service](#) (ACDPS) – access to affordable digital preservation and storage system
- [National Archival Appraisal Board](#) (NAAB) renewal – focus on training more Atlantic archivists in monetary appraisal and making appraisals more accessible
- Young Canada Works (YCW) summer student and internship programs – CCA administers this valuable federal funding program to give youth experience in archival work
- Arcan-I – CCA administers the national listserv for communication among archivists
- Standards – CCA oversees the development and maintenance of our professional standards Rules for Archival Description and the new Canadian Archival Accession Information Standard

Inter-provincial collaboration

CNSA had several opportunities to work with the Council of Archives New Brunswick. CANB's new Archives Advisor Kimberley Maguire was invited to speak at our 2019 conference. We supported their DHCP application for the Oral History workshop they hosted in PEI last fall, which many CNSA members attended. Our Intro to Preservation course was offered to both CANB and CNSA members, taught by CANB AA and administered by our AA, Sara Hollett. We have also offered member-rates for registration to our educational programs to CANB and Archives Council of PEI members, if those organizations maintain a membership with us.

Awards

In June 2019, Emily Hines received the first ever CNSA Award, as the Dalhousie School of Information Management graduating student showing the most promise and interest in the archival profession both in and outside the classroom. CNSA Awards Director Sharon Murray presented Emily with a CNSA student membership, a certificate, and \$100.

Prior to COVID-19 ending elementary school extra-curriculars, we had made overtures to resurrect a CNSA Prize for the Provincial Heritage Fair project making best use of primary sources; hopefully the Fair will occur next year, and we can once more participate.

Our 2019/20 CNSA Awards are postponed till the fall, so you still have time to send in nominations for the [Phyllis Blakeley, Anna Hamilton and Doug Kirby awards](#).

Thanks to Treasurer Thea Wilson-Hammond for investigating and re-investing the Anna Hamilton endowment funds which should increase the annual interest income available to be given as prize money for the volunteer award.

New Members

Welcome to new associate institutional members Fultz Corner Restoration Society, Halifax Public Libraries, Nova Scotia Department of Lands and Forests, Shelburne County Archives and Genealogical Society, Atlantic Canada Aviation Museum. Congratulations to West Hants Historical Society for meeting the criteria for full institutional membership. See Heather Adams' Membership Report for the complete numbers.

Executive Governance

Vice-President Margaret Mulrooney started a year's maternity leave from the Executive in January. Congrats and good luck to Margaret and family!! Thea Wilson-Hammond did double-duty as Treasurer and acting VP until Jane Arnold joined as interim VP. That position will be ratified at the AGM.

Acknowledgments

Members who volunteer their time on CNSA committees are the back-bone of our organization. I want to acknowledge them and the institutions who support their staff's participation on CNSA committees. You demonstrate an understanding that the programs and networks the CNSA provides strengthen all archives in Nova Scotia.

The support of Nova Scotia Archives and the Department of Communities, Culture and Heritage is vital to the CNSA. Patti Bannister's *Report* demonstrates NSA's commitment to Nova Scotia's archival community. Thank you to Patti and Archives, Museums and Libraries Executive Director, Stephanie Smith for that support and your time, advice and communications.

The CNSA is very appreciative of the time and energy Lindsey MacCallum contributed as chair of the MemoryNS Committee the last few years. While she has stepped down from that position, we are very grateful that she is lending her expertise to the user experience testing of MemoryNS we are doing this coming year.

I also want to acknowledge the work of Leah Rae, long-serving member-then-co-chair of the Education Committee, who has returned to BC to work at the City of Coquitlam Archives. Leah was instrumental in many excellent conferences. We are grateful to Mary Flynn for continuing to chair the Education Committee.

I am very happy that all other committee members are continuing in their positions, and especially welcome three new Preservation Committee members: Laura Fedynyszyn, Private Book and Paper Conservator, Paulo Matheus de Sousa Lima, Dalhousie University Archives, and Anne Catherine Williams, Nova Scotia Archives.

I really want to thank the Executive Committee (Heather Adams, Kathleen MacKenzie, Margaret Mulrooney, Sharon Murray and Thea Wilson-Hammond) for their thoughtfulness, bravery and commitment this past year as we made difficult decisions and figured out different ways of doing things. Each of you brings needed skills to Council and your generosity with your time is very appreciated.

Respectfully submitted,

Susan McClure
CNSA President
May 2020

Archives Advisor's Annual Report April 2019-March 2020

Education

Core Curriculum

For the 2019-2020-year, four core curriculum workshops were held: Introduction to Archives from November 6-7, 2019 at the Beaton Institute, Intro to Preservation from October 15-16, 2019 at the Tantramar Heritage Trust in Sackville, NB (taught by Kimberley Maguire, Archives Advisor for New Brunswick), and two Intro to RAD workshops from May 23-24, 2019 at Université Sainte-Anne and May 30-31, 2019 at Sherbrooke Village.

There were no core curriculum graduates this year, although one member did attend all of the workshops as of this year, but did not submit an assignment for their final workshop (Intro to RAD).

Sara began planning for the Access & Reference workshop originally scheduled in Tatamagouche, June 4-5, 2020, hosted by North Shore Archives.

Sara also managed registration for the CCI 'Care and Handling of Photographic Materials' workshop in October 2019.

CNSA Conference

The 2019 conference was held from May 7-8, 2019. Sara set up, monitored, and did all the paperwork for registrations for the conference, as well as administrative preparations for gifts to outgoing board members, nametags, and catering.

Professional Development

Sara attended ACA from June 5-8, 2019 in Toronto. She networked with fellow advisors (BC, AB, NL) and attended sessions on archives & technology (linked data); archives of the marginalized, agile archival processing, and copyright for archives. She shared information with CNSA members throughout the year and with the LAMNS One Place to Look committee.

Sara also completed two AABC distance education courses (Managing Archives and Intro to Archival Preservation). She attended: CCI's 'Care and Handling of Photographic Materials' workshop, the Atlantic Canada Oral History Symposium in Charlottetown in November 2019, the first PADP training session in December 2019 as a participant, and the DAL SIM IWB conference in January 2020.

Education Program Renewal Working Group

Sara participated and provided liaison for CNSA's Education Program Renewal Working Group. She provided extensive feedback for the first draft of the report.

Advisory Services

Site visits: 17

Sara conducted 17 site visits. These included: Sisters of Charity- Halifax, Mount Saint Vincent University, Colchester Historical Society, Parrsborough Shore Historical Society, North Shore Archives, Guysborough Historical Society, Chestico Museum, Naval Museum of Halifax (outreach for potential membership), Société historique acadienne de Pubnico-Ouest (twice), Victoria County Municipal Archives, Membertou Heritage Park (non-member outreach), Oak Island Archives, St. John's Anglican Church, West Hants Historical Society, Fort Point Museum, and Black Loyalist Heritage Centre.

Topics included understaffing, storage of photographs, PADP grants, requirements for CNSA institutional member policies, potential uses of MemoryNS, GPAs, membership options, and general preservation.

Advising questions:

Sara received 162 advising inquiries via email and phone. Topics were wide ranging but included: MemoryNS questions, data logger loans, core curriculum, policy writing, CNSA listserv, oral history, photograph storage, and membership options.

PADP grant

For the 2019-20 program year, Sara reviewed 8 PADP applications. For the 2020-21 year, Sara reviewed and answered questions up until March 31st, 2020. Sara advised and reviewed 7 applications before March 31st, 2020. In 2019-20, Sara spent approximately 40 hours on reviewing and advising on PADP applications.

Preservation Equipment Loans Program

Sara reviewed the condition of the old preservation equipment, which resulted in the purchase of 8 new data loggers, 7 of which have been loaned out to members.

Outreach

Sara worked with African Nova Scotia Affairs to offer a workshop in Cape Breton during the November 2019 during the Intro to Archives course trip, but was not able to offer the workshop at the time due to other ANSA priorities.

Sara spoke at or arranged a message at all the regional heritage groups. She attended and gave a CNSA update at the Heritage Cape Breton Connection meetings in Spring and Fall 2019. She also gave a report at the South West Curator's Meeting in Spring 2019. At the South West Curator's Meeting in Fall 2019, she gave a CNSA report and provided a session on copyright for archives. In January 2020, she attended the Central Regional Heritage Group with a CNSA report. She arranged for Margret Mulrooney to give a CNSA report at North East Curator's meeting in Fall 2019 because it was held at the same time as the Heritage Cape Breton Connection Fall 2019 meeting. She has met twice with ANSM, once with Lisa Snider, to discuss archival material on NovaMuse, and regularly attended the CCA Archives Advisor's Working Group via teleconference.

Sara was the CNSA representative on the LAMNS One Place to Look Committee, although the committee has stalled since Spring 2019.

Sara rekindled the relationship between CNSA and the Nova Scotia Provincial Heritage Fair Society, scheduled for June 4-5, 2020 this year. Some background on the CNSA and a description of MemoryNS

were included in the Winter 2020 newsletter of the Nova Scotia Heritage Fair Society and Sara retrieved award criteria from the CNSA award for best use of the primary sources at the Provincial Heritage Fair.

Sara attended the Dalhousie MLIS/MI student orientation with CNSA information/banner in September 2019.

Communications

Sara updated the CNSA website at the request of various committees and for news updates on the main page. She also renewed the domain names for the CNSA website and MemoryNS.ca. Sharon Murray, Member-at-Large (Communications and Awards) and Sara both contributed to creating and sharing news/communications content for social media, the newly reinstated CNSA newsletter and the CNSA listserv. Sara worked with Sharon Murray to prepare the website for the 2020 Awards season.

Sara wrote a Communications Plan for the CNSA, with assistance from Sharon Murray, which was approved at the February 28, 2020 Executive Board meeting.

Sara, with assistance from Sharon Murray, designed and ordered 1200 new rack cards for the CNSA.

Administration

Sara performed secretary duties and provided resources during the 2019 PADP adjudication meeting. She served on the hiring committee for the MemoryNS Coordinator position, and oriented Lisa Snider to the CNSA in May 2019. Sara also recovered the MemoryNS Google Analytics account and began providing statistics at Board Meetings.

As ex-officio, Sara attended all Executive Board meetings as well as meetings of all CNSA standing committees: Education, Preservation, and MemoryNS. Sara worked with Catherine Fancy, former Member-at-large (Membership/Nominations) and bookkeeper, Lynn Layes to update the membership list and process payments in March 2019 and helped Heather Adams, current Member-at-large (Membership/Nominations), prepare forms and processes for the 2020 membership season.

Sara took care of general office administration with bookkeeper Lynn Layes, including forwarding receipts and expense claims, making payments to CRA, and arranging cheque signings/mailling cheques.

Respectfully submitted,

Sara Hollett

Archives Advisor, April 1, 2019-March 31, 2020.

Education Committee Annual Report 2019-2020

The goal of the Education Committee is to coordinate and administer the training, education and professional development activities of the Council, as well as to support the work of the Archives Advisor. Over the past year, the Education Committee said goodbye to Leah Rae and co-chair, Sharon Murray, and welcomed Courtney Vienneau.

Committee Members

The 2019-2020 Education Committee members are:

- Rosemary Barbour, Nova Scotia Archives, ex-officio
- Mary Flynn, Sisters of Charity – Halifax, Chair
- Sara Hollett, CNSA Archives Advisor
- Karen Kierstead, Association of Nova Scotia Museums, ex-officio
- Jasmine MacNeil, Nova Scotia Archives
- Dave MacLachlan, Nova Scotia Archives
- Kaitlin Wood, Argyle Township Court House & Archives
- Courtney Vienneau, Cape Breton University

Meetings

The Education Committee held 4 meetings, with members participating both in-person and by teleconference, between April 1, 2019 and March 31, 2020.

The meetings were held on:

- April 9, 2019
- April 29, 2019
- February 4, 2020
- February 25, 2020

Between meetings, the committee corresponded by email to discuss ongoing projects and business. Normally, we would hold more meetings in the lead-up to the conference, but with the Conference and AGM being postponed, meetings were cancelled.

Education

CNSA Conference

The 2019 Conference and AGM was held on May 9-10th at the Nova Scotia Archives. The theme of the conference was “Beyond the Record.”

Due to the Covid-19 pandemic, the 2020 Conference and AGM are postponed to October 2020. It was originally scheduled for May 7-8th at the Nova Scotia Archives. The theme of the conference is “Digital Realities.”

Professional Development

Training/Core Curriculum

For the 2019-2020 year, four of the six core curriculum workshops were held:

- Introduction to RAD / Memory NS from May 23-34th, 2019 at Université Sainte-Anne in Pointe-de-l'Église and May 30-31st, 2019 at Sherbrooke Village in Sherbrooke
- Introduction to Preservation for Archives from October 15-16th, 2019 at Tantramar Heritage Trust in Sackville, NB (offered jointly with the Council of Archives New Brunswick)
- Introduction to Archives from November 6-7th, 2019 at Beaton Institute, CBU, in Sydney

Professional Development and Training Bursary (PD&T)

The Education Committee received 3 applications for the Professional Development & Travel Bursary for the 2019-2020 year. They were awarded to the following individuals:

- Ashley Sutherland (Colchester Historeum) - CCI: Care and Handling of Photographic Materials Course
- Mark Haynes (Guysborough Historical Society) - Atlantic Canada Oral History Symposium
- Deanna Ryan-Meister (Individual Member) - Information at Home Conference

The Archives Advisor had promoted the PD&T Bursary to the membership and we saw an increase in applications from 2018-2019. The PD&T Bursary provides opportunities for archivists working in Nova Scotia to attend non-CNSA professional training events, such as workshops, conferences, and seminars.

Respectfully submitted,
Mary Flynn, Chair
Education Committee



Council of Nova Scotia Archives
Education Program Renewal Working Group
Final Report

Committee Members:

Jane Arnold, Cape Breton University (Chair)
Patti Bannister, Nova Scotia Archives
Catherine Fancy, Acadia University
Sara Hollett, CNSA Archives Advisor
David MacLachlan, Nova Scotia Archives

1. Introduction

The Council of Nova Scotia Archives (CNSA) Education Program Renewal Working Group was established by the Executive of the CNSA on January 11, 2019. This report will outline the process conducted during the past year, and provide recommendations to the CNSA Executive for improvements to the education program that will address our members' and other stakeholder's wishes for relevant, valuable, and innovative educational opportunities.

2. Background

In 2015, the CNSA Renewal and Sustainability Committee submitted their final [report](#) with a number of recommendations in the following key areas:

- Governance
- Outreach and Services
- Education and Training
- Funding (Provincial Archival Development Program)
- MemoryNS
- Public Awareness and Marketing

The Education and Training recommendations focused on the following components of the CNSA's programming: core curriculum, individual workshops, annual conference, and the Nova Scotia Community College (NSCC) course "Introduction to Archives" offered in 2012.

In summary, the key observations noted the need to analyze and explore some of the more pressing challenges associated with the CNSA educational programming such as low core curriculum attendance, identification of appropriate workshop topics and delivery schedule, and potential for alternate methods for course delivery such as online and distance options. As well, a mentorship program to reduce members' isolation and to enhance professional networks was also recommended.

Committee formation and Logistics

The Education Program Renewal Working Group was formed as an ad-hoc committee of the CNSA in January 2019 with a completion date of January 2020. Committee membership and development of the Terms of Reference were prepared, with an update provided to members at the CNSA AGM and Conference in May 2019.

The Terms of Reference were developed by the Committee with amendments proposed and adopted by the CNSA Executive. See Appendix A for the Terms of Reference.

During the CNSA Conference in May, the Committee hosted a session to solicit feedback and input from the membership as well as other stakeholders in attendance. See Appendix B for a summary of feedback. As well, the Committee benefitted from concurrent work happening through the Association of Canadian Archivists (ACA). The ACA Education Committee is conducting a review of professional development opportunities offered by Canadian archival organizations from 2015-2019. The purpose of the review is to aid in tailoring the ACA's future professional development opportunities to better suit the needs of the archival community. This extensive document has offered insight into current educational trends both in Canada as well as the United States. (Contact Committee Chair for the ACA document)

The following sets of information have been used to inform this report:

- [CNSA Needs Assessment](#) (2007)
- [User Needs Survey Report](#) (2011)
- RASC Committee Report (2014)
- ACA Professional Development Audit (2019)
- Cultural Innovation Fund Application (2017) **Did not go forward
- CNSA Members Feedback/Input Session (2019)
- Education and Training for Heritage and Information Sector in Nova Scotia (2015)
- Nova Scotia Community College Course Development (2009 – 2012)
- Input from past and current CNSA Advisors

3. Recommendations

Vision

The proposed vision for educational programming delivered by the CNSA is to offer sustainable, relevant and innovative instruction and mentorship intended to advance the educational and professional development goals of our members. The educational programming should not only take into consideration our current members, but address external stakeholder needs such as prospective archival and information professionals who, in time, may become valuable CNSA members. Our goal is to offer a suite of educational opportunities to better serve the membership at varying levels of competency while addressing practical challenges such as time, geographic location and financial costs.

Proposed Programming

Introduction

From past and current feedback from various information sources compiled for this report, it appears that there are four significant educational areas needing improvement, new development and/or refinement. As well, we have noted where there is overlap between the sections such as incorporating workshops or workshop style delivery into the conference agendas or increasing networking or mentorship opportunities during the conference. The following are recommendations for the Executive to consider in each of the four categories.

Category 1: Core Curriculum

The core curriculum is an established program designed to provide CNSA members with training in specific archival functions, via 6 two-day workshops; participants who successfully complete all six courses earn a certificate. For reference, a description of the core curriculum is available online: <https://www.councilofnsarchives.ca/workshops-training/>. Graduating and obtaining certification is a key motivator for those enrolling in the core curriculum. Past reports and current feedback indicate the core curriculum is a valued and welcome service offered by the CNSA. However, members find that travel time and aligning their schedules with the delivery dates and locations can be challenging. As well, the generic approach to the curriculum can deter members or potential members who would like a more curated or specialized approach to the training modules. Our proposed recommendations to the core curriculum include the following three approaches:

- Traditional Delivery

Members value the opportunity to attend in-person workshops. The benefits include networking opportunities, as well as having real-time support from the Archives Advisor while completing the workshop exercises. We are recommending that the presentation content be updated as well as presentation format be reviewed during the consulting and development phase. This update would include current standards provided by national bodies such as the Canadian Archival Accession Information Standard. We also recommend evaluation of all six modules to determine if a select few could be offered as an online only option. Dividing the certificate process into a 3 in-person and 3 online delivery option could facilitate greater completion of the certificate in a shorter period of time.

- Online/Distance Delivery

There are a number of benefits to offering online delivery of the core curriculum. Flexibility regarding schedules, location and the type of content delivered is much higher with online delivery. For example, a suite of online courses based on the traditional core curriculum could be an option as well as more specialized or curated modules. (See below) This would also be a good opportunity to provide a refresher course option for those who have completed the certificate but would like to take the 'new and improved' core curriculum. Online delivery can help boost attendance and completion numbers for the certificate. **This method of delivery would also encourage greater attendance by those in neighbouring provinces such as Prince**

Edward Island and New Brunswick. Membership through their respective councils would count toward membership status for the purpose of enrollment.

The Council of Canadian Archivists (CCA) has offered to allow access to their Zoom license in order to trial live streaming for online delivery and webinars. We recommend following-up on this offer, and once tested, explore using this as our platform or as an option to be presented to the future consultant. It is anticipated that while a few of the core curriculum workshops are better suited for in-person, there are some courses that could be adopted as 'online only'.

An option to try and bridge possible resistance to 'online only' or to promote engagement and collaboration/networking would be the use of designated hub locations where members can gather together to take the workshops at a distance, but together as a group. The CCA model, with one presenter on live webcam and remote participants would support a 'hub' concept as well as accommodate single users.

The CNSA website can host information about the Zoom platform as well as instructions for signing-up and logging in. As well, paying for online courses can be accommodated by the current website but would need to be included in the work plan for the overall development.

- Specialized Delivery / NSCC

In previous years, the CNSA worked with the Nova Scotia Community College to offer an elective Archives course as part of the Library and Information Technician Program. At the time of delivery, the course was in high demand. The Technician program will be offered online in 2020, and also at the Ivany campus in Dartmouth. As much of this course was based and customized from the core curriculum, it does seem pragmatic to explore the option of working with NSCC again in the future.

As well, this option could potentially facilitate a 'fee for service' model advertised and subsidized by special interest groups. There has been a call from members, as well as potential members, to have educational opportunities developed to address specific needs and concerns. Members have also repeatedly indicated a preference for guest lecturers with expertise in a particular area to lead workshops. For example, there could be a series of courses to be delivered in Indigenous communities specifically designed to address concerns outlined in the TRC Report/Call to Action. As well, institutional members may have different concerns than smaller community museums/archives or students in the Master of Information (SIM) program may prefer a suite of courses aimed at supplementing the Archives course offered at Dalhousie. This option may also include a pre-recorded 'refresher' module for the core curriculum certificate.

These courses could be offered through traditional delivery or as an online option with pre-recorded sessions made available.

Category 2: Individual Workshops

Workshops have traditionally been sponsored by the Education Committee to address specific archival topics, such as conservation and partnerships with other professional organizations such as the Canadian Conservation Institute. Feedback from members indicates a high level of interest in continuing to have the CNSA organize and sponsor workshops. They have also found it useful to attach a workshop either within the annual conference schedule or before or after the main conference. They would like the workshops to offer:

- High Quality Instruction (subject matter experts/high level of expertise)
- Focus on Sustainability
- Convenient Delivery

Workshop topic priorities are:

- Governance
- Funding opportunities/ applications
- Records management/privacy
- Preservation (analogue and digital)
- DIY (low cost options for exhibits, preservation, etc.)

As mentioned above, we do have the option to offer the workshops through online delivery as a suite of courses, or they could be sponsored by a special interest group.

Category 3: Annual Conference / Joint Conference

The conferences include a strong educational component, delivered via speakers and workshops sponsored by the Education Committee. The annual conference / AGM is considered a valuable event and is appreciated by members. From the information and feedback to date, the members would like to see the conference include:

- Non-traditional approaches (unconference/ less passive listening - targeting potential member groups such as SIM students)
- Incorporating other Educational Opportunities (workshops/networking)
- Practical Sessions (DIY, digital preservation/management)
- Provide a mentorship or knowledge-sharing component to the conference (see below)
- Encourage participation from outside of Nova Scotia. Again, as with the core curriculum above, target archival professional in PEI and New Brunswick.

Category 4: Mentorship and Knowledge Sharing

Members have indicated that there is interest in more shared resources and would like to explore the idea of a mentorship program. Newer members or volunteer members could be matched with institutional members or more senior members As well, more promotion and

encouragement around the use of the Professional Development Funding has been mentioned in the gathered feedback.

- Mentorship

With guidance from the Executive, we recommend implementing a formal mentorship opportunity through the CNSA. This could take a few forms from a basic 'meet and greet' where participants grab a coffee and chat or something more involved with project work in mind. An agreement or policy around participation should be developed, taking into consideration that participants are entering into a contract to work together. Members could 'meet' at a distance with an eventual in-person event happening at the annual conference. This could be added to the conference agenda this year, where we could apply the theme of professional development/networking/sustainability as an overarching topic.

- PD Funding

Although the professional development fund is being utilized, there is opportunity for more promotion of the fund. This could take place at all educational opportunities/events, as well as online and through the listserv. We also recommend that those who use the fund are encouraged to present on the funded experience during the annual conference. This has happened before, and is beneficial for the broader CNSA community. This allows for publicity for the fund, and it's always enjoyable and useful to hear about the types of events and opportunities available to members.

- Shared Resources

Members have expressed interested in having access to contact lists of SMEs or subject matter experts (or equivalent). This would assist members when they are looking to schedule their own professional development or events or require consultation related to a specific theme or question.

We are recommending contacting institutional members and other professional organizations such as ANSM to leverage their shared resource libraries and lists. We can then include additional content and updated content on the CNSA website.

Work Plan / Timeline (all preliminary)

December 2019: Submit draft report to CNSA Executive

- January – February 2020: Make edits based on feedback from the Executive and re-circulate
- February – April 2020: Archives Advisor and Education Committee begin work around incorporating some of the recommendations into conference and workshop planning.

- February – April 2020: Finalize report and initiate grant writing to secure funding for curriculum development for online delivery. Use past application as well as current report to inform application. Both CIF and SDI and One-Time Emerging Culture and Heritage Initiatives Program have been noted as possible funding options.
- March 2020: Member of the CNSA Executive to contact NSCC to determine if there is a potential opportunity to re-offer the CNSA developed curriculum as part of the Library and Information Technician Program.
- May 2020: Present finalized plan for new education curriculum at Annual Conference, and vote on anything that requires member feedback at AGM. Also implement workshops based on previous feedback and potentially launch mentorship program or any plans for shared resources, future workshops, etc.
- May – August 2020: Archives Advisor, working with Education Committee, prepare for the content development phase with more details around content. Test various platforms such as Zoom (only offered temporarily by CCA)
- August 2020: Advertise for consultant / developer depending on funding.
- August / September 2020: Hiring process takes place
- October – March 2021: Archives Advisor works with consultant to also update the core curriculum traditional delivery
- January 2021 – Draft online course development and updated traditional core curriculum completed. Includes decision around online platform and delivery style.
- February – March 2021 – Editing and finalizing edits for the content. Potential contract to place the new suite of courses online.
- March – April 2021: Finalizing and testing courses
- May 2021: Launch of new core curriculum and online modules during conference
- June – December 2021: Delivery and Assessment

Assessment Framework

We recommend continuing to gather post-workshop and conference, and post core-curriculum course feedback with directed questions aimed at assessing the impact of changes to the educational programming. We also will be able to assess the impact of the proposed changes through the following:

- Participation numbers and certificate completion
- Sustainability of programming including tracking increased financial revenue
- Increase in Membership numbers
- Professional impact – greater participation in professional development, greater knowledge sharing, and potential for significant collaborations between institutions and members

While we are all survey-weary, we might also want to consider a survey during the May 2022 conference to gauge impact of the changes.

Summary

In summary, we expect that some of these recommendations can be implemented without delay and will be part of the planning by the Archives Advisor and Education Committee. These recommendations are:

1. Identifying contacts of subject experts and/or those with special topics expertise. Updating and promoting this information. (Archives Advisor)
2. Refining workshop topics and delivery methods/scheduling (Education Committee)
3. Updating conference style/approach and aligning topics with those identified in the report under workshops. (Education Committee)
4. Incorporate mentorship and knowledge sharing/networking into annual conference (Education Committee)
5. More promotion of PD funding and incorporating presentations of funded opportunities into annual conference (Archives Advisor and Education Committee)
6. Application for funding to support hiring a consultant

The remaining work around core curriculum revision and online course delivery will be developed and implemented with the assistance of a paid consultant working with the Educational Committee and Archives Advisor during the 2020 – 2021 year.

CNSA MemoryNS Committee Annual Report 2019-2020

Committee Membership 2019-2020

Sara Hollett, Archives Advisor, CNSA (ex officio)

Jennifer Lambert, Dalhousie University Archives

Lindsey MacCallum, Mount Saint Vincent University Archives (Chair)

Paul Maxner, Nova Scotia Archives (ex officio)

Karen White, Nova Scotia Archives

Meetings

The MemoryNS Committee met once in person during 2019-2020. The Committee primarily corresponded by e-mail to discuss ongoing business.

MemoryNS Technical & Training Coordinator

The MemoryNS Coordinator position resumed in May 2019 with the hiring of Lisa Snider. This position was a result of the Culture Innovation Grant awarded to the CNSA from the Nova Scotia Communities, Culture and Heritage Department in 2018 to provide more training in using MemoryNS—Nova Scotia's shared archival database—to CNSA members, develop training materials, and support the upload of more archival descriptions. Both the Archives Advisor and the MemoryNS Committee provided support to the MemoryNS Coordinator throughout the duration of the project.

Ms. Snider successfully delivered training in-person and/or online to more than 40 institutions and well over 100 people between June 2019 and January 2020. She developed several comprehensive training materials, including a MemoryNS training manual and workshop slides and presentations. She also took the initiative to conduct outreach presentations to archives users like historical societies. As a result of Ms. Snider's expertise and hard work, CNSA members have received instruction and support in creating authority records, creating descriptive records, linking authority records to descriptive records, and more. In addition, she implemented a social media campaign on Facebook that reached more than 30,000 people and showcased the important work of the Coordinator position and archival holdings of CNSA members available in MemoryNS.

More than 350 new descriptions and 200 new authority records were created as a result of the MemoryNS Technical & Training Coordinator position, which is a testament to the hard work and dedication of Ms. Snider, former MemoryNS Coordinator Emily MacIsaac, former Archives Advisors Sara Hollett and Jamie Serran, the CNSA Executive, and the MemoryNS Committee.

AtoM Upgrades, Bugs, and Fixes

The MemoryNS site was upgraded to AtoM 2.5 in July 2019. This upgrade was a significant code update release, including new functionalities. MemoryNS encountered several bugs due to the new versioning interacting poorly with some of MemoryNS' legacy multi-repository permissions and settings in October 2019. The MemoryNS Committee, along with the MemoryNS Coordinator and Archives Advisor, liaised with the hosting vendor, Artefactual, to triage these problems and provide feedback. As a result, MemoryNS was upgraded to version 2.5.3 in November 2019.

This upgrade fixed the permissions issues that was causing the custom groups to lose access to certain functionalities, but some bugs were still outstanding, which led to Artefactual deploying a fix to MemoryNS on December 17, 2019 that was intended to specifically fix a non-functional repository drop down-menu. The problem was still ongoing, however, so Artefactual deployed a second fix in January 2020 which finally resolved the issue.

MemoryNS will continued to be upgraded on a regular basis as new versions of the software become available.

Documentary Heritage Communities Program (DHCP) application

The MemoryNS Chair contributed to the DHCP application submitted by the CNSA in January 2020. This application prioritized the promotion of MemoryNS and training and assistance for CNSA members using MemoryNS, as well as projects to conduct usability testing on MemoryNS and working with Artefactual to improve Export/Import capabilities in AtoM.

Respectfully submitted,

Lindsey MacCallum
Outgoing Chair, MemoryNS Committee

May 2020

Report of the CNSA Preservation Committee For the year ending March 31, 2020

Committee membership

Dave Cogswell, Halifax Municipal Archives (Chair)
Rosemary Barbour, Nova Scotia Archives
Sarah Hollett, CNSA Archives Advisor (ex officio)
Laura Fedynyszyn, Paper and book conservator
Anne Williams, Nova Scotia Archives
Paulo Matheus de Sousa Lima, Dalhousie Archives

Committee meetings

The Preservation Committee met in-person on July 24, 2019, and October 1, 2019. The Committee also communicated via email.

Canadian Conservation Institute (CCI) Atlantic Regional Workshop

The Committee's application for 2019-2020 CCI Atlantic Regional workshop was successful. The CCI's *Care and Handling of Photographic Materials* workshop was held at the Nova Scotia Archives on October 2-3, 2019. The Committee would like to thank Rosemary Barbour and Sara Hollett for their efforts in managing registration and logistics for this event.

CNSA Preservation Services

The Committee accomplished several activities this year to deliver better preservation services to members, including:

Dataloggers

The Committee purchased another four HOBO MX-1101 dataloggers. The CNSA now has eight dataloggers for use by its members. The Committee also reviewed the loan program and revised loan documentation to make the borrowing process easier for members. Information about the loan program and new dataloggers was also added to the CNSA website.

Promotion and awareness

The Committee reviewed and decided to revise the preservation resources on the CNSA website. Resources were consolidated under a new Preservation Services page, bringing resources together into a single, more convenient location.

Disaster Recovery Depots

The Committee, in conjunction with the Archives Advisor, completed the review of the disaster recovery depots initiated in 2018-2019. The Committee was able to confirm that the disaster both the depot located at the CNSA office and the depot at the Beaton Institute in Cape Breton are intact and properly stocked (though some supplies seem to differ somewhat). The Committee was unable to determine for certain, however, that a depot had been established in Yarmouth using CNSA funds. While there is a depot located at the Yarmouth County Museum and Archives, it belongs to the Association of Nova Scotia Museums. The Committee was able to arrange an informal agreement with the museum whereby CNSA members can access and make use of this depot so long as they replenish any expended materials.

Media Preserve Preservation Technologies digitization initiative

On behalf of the Committee, the Archives Advisor met with Jason Graham of Media Preserve Preservation Technologies and discussed the possibility of establishing a centralized system for CNSA members to send bulk shipments for digitization by Media Preserve through the CNSA office. The Committee was unable to obtain a clear estimate of costs involved. Media Preserve does not have minimum shipment size requirements for by materials to be digitized. The Committee ultimately decided that this option was not viable, however, as it would not simplify the shipping process for members, did not represent a notable cost savings for members, and would require significant effort on the part of the CNSA to coordinate shipments between members and Media Preserve.

Digitization guide for members

The Committee explored the idea of creating a guide to help members successfully navigate digitization projects. The hope was to be able to create one document synthesizing the various considerations, rather than point members to multiple sources through web links. This document is currently still in the draft phase.

Respectfully submitted,

Dave Cogswell
Chair, Preservation Committee

CNSA Communications & Awards Report 2019-2020

In May 2019, I joined the CNSA Executive as the Communications & Awards member-at-large with the goal of helping to improve communication between the Board and members as well as raise the public profile of the CNSA. Below is a synopsis of the progress we've made thus far.

CNSA Newsletter:

In November 2019, I relaunched the CNSA Newsletter after many years of dormancy, which is now an e-newsletter rather than printed. The second issue was released in March 2020 (a delayed release date due to the COVID-19 outbreak), which celebrated MemoryNS and the success of the MemoryNS Project. The newsletters were distributed to members on the CNSA listserv and to the public via social media. Back issues are also [archived on the CNSA website](#). I plan to release three issues a year – Fall, Winter, and Spring/Summer. The CNSA Newsletter is a great way to record and publicize what members are up to and preserve institutional memory. While there has been little feedback on the newsletters from members, in this case, we can presume that no news is good news!

Social Media:

In August 2019, Archives Advisor, Sara Hollett, and I updated the CNSA Facebook and Twitter pages (and handles), the latter of which had been dormant for some time. Since then, I've been regularly sharing social media posts from our members as well as news and that may be of interest to members and followers. Sara took charge of posting on social media about CNSA courses and events. Sara and I also created a series of "did you know" social media posts about the CNSA's resources to help members and followers see what services the CNSA offers. In the past year, we've seen a slow but steady increase in followers and activity on our social media feeds with the most dramatic spikes in response to the paid posts about the MemoryNS Project. On the whole, having a social media presence seems to be good for the CNSA's visibility and public profile. I encourage members to follow the CNSA on Facebook and Twitter if you aren't already and to tag the CNSA with any post you'd like us to share.

Communications Plan:

Sara Hollett and I wrote a Communications Plan for the CNSA, which outlines the intended use of the CNSA's communication channels (listserv, Facebook, Twitter, newsletter, email, etc.). The Plan was approved by the Board on February 28th but COVID-19 hit before I was able to release a synopsis to members via the CNSA listserv. Stay tuned for this in the coming weeks.

Awards:

On June 1, 2019, I presented the first ever CNSA Award at the Dalhousie University Information Management awards ceremony. Each year, the CNSA Award will go to the graduating student who shows the most promise and interest in the archival profession. The recipient in 2019 was Emily Hines, who received a CNSA student membership for one year, a certificate, and \$100.

Before the CNSA Conference and AGM were postponed, we circulated the call for nominations for the three CNSA Awards. We received one submission, which has been tucked away until the Fall. The call for nominations will again be circulated once the new conference date is set.

In May, I helped adjudicate the 2020 PADP applications, and very much enjoyed the opportunity to learn about projects that our members have planned. Bravo to all of the applicants!

Outreach:

In September 2019, I joined Sara for a portion of the Dalhousie University SIM student orientation and helped spread the word about the CNSA to potential future archivists. In February 2020, Susan McClure and I attended the Heritage Consultation Session as representatives of the CNSA.

One final note...

It's been a pleasure getting to know more of our members and member institutions over this past year. Now, in these troubling times, the CNSA's communication channels matter more than ever. Please feel free to use the listserv and social media as a way to stay connected to your colleagues and peers across the province. Know, too, that I'm always looking out for your social media posts, and every like and share from the CNSA is a celebration of the important work you do!

Respectfully submitted,
Sharon Murray
Communications and Awards member-at-large

2019 CNSA Award Recipients

The 2019 CNSA awards were presented at the AGM in Halifax, Nova Scotia in May 2019.

Doug Kirby Award

Recipient for 2019: Colchester Historical Society for their project, PADP Map Digitization Project

Beginning October 15, 2018 and ending on March 29th, 2019, the project was originally thought to have 300 maps in archival holdings, however, upon completion there was approximately 1110 items. This number was a combination of 626 maps, 328 technical drawings and blueprints, 99 posters, 15 genealogy charts, 10 certificates, 9 oversized photographs, 7 calendars and 6 oversized textual documents.

Anna Hamilton Award for Outstanding Voluntary Service to the Nova Scotian Archival Community is

Recipient for 2019: Phyllis Perry

Phyllis has been a very active member of Cumberland County Genealogical Society for more than 19 years. She became a member in 2000 and has worked nonstop ever since. During that time, she has served a number of terms on our Board of Directors and has fulfilled the role of Secretary many times. Phyllis is the type of member that every organization dreams of having. Not only has she held positions on the Board and Executive, Phyllis also works shifts to keep their Research Room open to the public and is very adept at helping visitors with their search.

Dr. Phyllis R. Blakeley Award for Archival Excellence

No recipient for 2019

Report by Lisette Gaudet, former CNSA Awards Chair
May 12, 2020

CNSA Membership Report 2019/2020

There were 84 paid members of the CNSA for the 2019/2020 membership year (April 1 2019 – March 31, 2020). There were 43 Institutional members, 30 Associate Institutional members, seven Individual members, and four Student/Senior/Retired/Unwaged members.

Eight members rejoined after being lapsed. There was also one new institutional member, five new Associate Institutional members, four new individual members, and four new student members.

Respectfully submitted,

Heather Adams, Member-At-Large (Membership/Nominations)

Provincial Archival Development Program Adjudication Committee Annual Report 2019-2020

The Adjudication Committee of the Provincial Archival Development Program (PADP) met on Monday, May 13, 2019, to review the 9 applications that were submitted from institutional members of the Council of Nova Scotia Archives (CNSA). Committee members were:

- Margaret Mulrooney, Chair (Curator/Administrator, Colchester Historeum)
- Fred Farrell (former CCA Chair and Provincial Archivist of New Brunswick)
- Roger Marsters (Curator of Marine History, Maritime Museum of the Atlantic)
- David Mawhinney (University Archivist, Mount Allison University)
- Sandra Toze (School of Information Management, Dalhousie University)
- Thea Wilson-Hammond (Executive Director, Lake Charlotte Area Heritage Society)

Projects that received funding were:

Applicant	Project
Beaton Institute, Cape Breton University	Cape Breton Gaelic Sound Recordings Project
Colchester Historical Society	Global Preservation Assessment of the Colchester Historeum's Archives
Dalhousie University Archives	Holdings-wide fonds-level description creation and upload to MemoryNS and AtoM
South Shore Genealogical Society	SSGS Preservation Upgrades –Phase 2
Les archives pere-Clarence-d'Entremont	Improving Electronic Access to Acadian Records Project
Centre Acadian	Arrangement and description of Fonds

Training sessions for grant applicants were held in December and January, led by Patti Bannister, Nova Scotia Archives and supported by Archives Advisor, Sara Hollett.

Hansel Cook, St Mary's University Archivist was recruited to chair the 2020-2021 PADP Adjudication Committee.

~Adapted from Margaret Mulrooney's PADP Adjudication Committee report submitted to the Executive

Report of the Nova Scotia Archives (NSA)

April 2019 – March 2020

During 2019/2020, 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
 - Provincial Archivist designed and delivered 2 PADP grant writing workshops. Truro, December 2019 & Halifax (with livestream), January 2020.
- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
 - 14 referrals from NSA to a total of 9 different CNSA member archives
 - 1 transfer of material from NSA to a CNSA member archive
 - 2 transfers of material from CNSA member archives 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, Education Renewal and MemoryNS Committees.

Respectfully submitted,

Patti Bannister
Provincial Archivist
May 2020

Treasurer's Annual Report

April 1, 2019 – March 31, 2020

This was my sixth year as Treasurer for the CNSA and my job continues to be made very easy by the CNSA's efficient Bookkeeper, Lynn Layes. Lynn oversees most day-to-day transactions and preparation of monthly financial reports. Megan Meek of Grant Thornton is engaged by the CNSA to prepare a review engagement set of Financial Statements.

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 (Sara & Susan).

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

1) The Council received a Cultural Innovation Fund grant of \$30,000 for a MemoryNS education and descriptions project in the fall of 2018. Due to the departure of the Memory NS coordinate in January 2019 the project was halted and a total of \$19,992 was deferred to the 2019-2020 fiscal year when the project started up under Lisa Snider. The project is now complete and all funds were expended according to the project budget.

2) The Council, as per its strategic plan, worked hard to increase its self-generated revenues. Council was successful in hosting more workshops and a two day conference, all of which resulted in higher self-generated revenues than previous years.

3) Expenses remained status quo with the previous year. The travel subsidy funds which includes subsidies for professional development or mileage assistance for workshops, was utilized much more in the current year. Operational expenses this year included the purchase of \$1,505 worth of data loggers for membership to use on loan. Savings continued to be made by reducing travel and using remote meetings where possible.

4) Attached are the unaudited Financial Statements from Grant Thornton, ready for review and approval by the membership.

6) Attached is the **Budget for 2020 / 2021**

This year's budget has predicted a shortfall which will be covered by reserve funds totaling \$5,298. The Board has identified within its strategic plan several means of increasing revenues in the upcoming years, and will be utilizing some of our reserve funds to leverage the DHCP grant for the Memory NS project (funds have been awarded) and for the Education Renewal project of which two grants (SDI and One-time) have been applied for but not yet awarded.

Respectfully submitted,



Thea Wilson-Hammond
CNSA Treasurer