



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2020-2021

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CNSA President's Annual Report

April 1, 2020 to March 1, 2021

Like many organizations, the CNSA pivoted our operations to adapt to public health restrictions. This annual report package covers the challenging fiscal year that was 2020-2021, and the reports herein are evidence of how our Executive, Committees, and staff adjusted to continue the important work that we do, as best we could. Indeed, as we reflect on the year, it is incredible that so much was accomplished by CNSA volunteers and staff.

In some ways, the decision to use provincial funding usually spent on the Archives Advisor position to hire expertise to re-vamp the CNSA's education program to include more on-line offerings, was inadvertently propitious, as in-person site-visits and workshops couldn't have happened anyway due to COVID-19. Receiving federal Documentary Heritage Communities Program (DHCP) funding was also very propitious, as it allowed us to continue to have access to the skills and expertise of Lisa Snider as both MemoryNS Coordinator and Interim Archives Advisor. Lisa was instrumental in the CNSA maintaining services throughout this transitional year, as well as in continuing the development of MemoryNS.

CNSA's COVID Pivot

The spring conference, where we usually gather to network and learn from each other, was postponed to a fall virtual conference (see Mary Flynn's Education Committee report), and our AGM was also held virtually on International Archives Day in June. Awards were postponed, too, and that gave us a chance to be together in December for the CNSA awards plus some special COVID commendations (see Sharon Murray's Communications & Awards report).

Throughout the spring and summer lockdowns, the CNSA offered 7 bi-weekly Tuesday Talks on topics such as social media, preparing for reopening, digitizing photos, preservation best practices, preparing material for education curriculum, presented by members and facilitated by Lisa Snider. These were very popular (30-60 participants at each) and kept us connected during isolation (see the Archives Advisor report for more details).

One of the six talks was by V-P Jane Arnold to discuss what re-opening after months of closure would be like for archives. The CNSA was among the Libraries, Archives, and Museum sector participants in meeting with Dr. Strang to help the sector prepare for safe re-opening. CNSA prepared a web-page of [COVID-19 Resources for Archives in NS](#) with lots of guidance documents for reopening. We monitored the gradual re-opening through the summer and fall as each institution determined what was possible in its circumstance.

Membership

Thanks so much to our membership for continuing to support the CNSA during such a difficult year. As well as maintaining steady numbers, we are delighted to welcome several Associate Institutional members, both new and some that have renewed their memberships after several years away: Archives Council of PEI, Council of Archives New Brunswick, Judique Historical Society/Storytellers Gallery (aka Siudaic Air An Urlar), Lunenburg County Historical Society, and Victoria General Hospital Nurses Alumni Archives. We also have many new Individual and Student members. See Heather Adams' Membership Report for the complete numbers.

Documentary Heritage Communities Program (DHCP) – MemoryNS Project

CNSA received just under \$49,000 in federal DHCP funding to promote and enhance MemoryNS. This has allowed Lisa Snider to continue as our MemoryNS Coordinator to provide



training and assistance to members as well as deliver training to researchers. Groups of journalism students, academics, genealogists, creative writers and historians were introduced to MemoryNS and Lisa conducted over 20 group and one-to-one training sessions with users. Members are adding descriptions and the database is growing.

Lindsey MacCallum developed usability testing interviews that will be conducted with members and researchers that will inform future changes to MemoryNS.

Creighton Barrett worked with Lisa and Susan and with Artefactual in determining the best way for CNSA members with institutional databases to contribute their descriptions to MemoryNS. Those five institutions contributed summaries of their databases from which Artefactual generated a Migration Analysis Report. The report brought up some deeper issues about what the goals of MemoryNS are – to be a database for all NS archival descriptions where researchers can do federated searching, or primarily a database for those institutions who do not have their own archival database? And should it hold all levels of description and digital objects from members or just top-level descriptions?

More discussion with members is needed about MemoryNS, but in the interest of the project proceeding we decided to go ahead with imports from Halifax Municipal Archives and St. Francis Xavier University Archives' WebGencat databases and to work with Artefactual to explore how to contribute content from other AtoM databases. Artefactual hosted an event-storming workshop to help CNSA work through our MemoryNS processes and determined that the automated synchronization tool that is needed was not possible with the budget available. Alternatively, the CNSA and Artefactual determined a tool to improve the process of importing via CVS would be helpful and doable, and Artefactual was contracted to do that development work.

The process of scoping the software development portion of the project took longer than anticipated, so an extension to June 30 was requested and granted from Library and Archives Canada's DHCP Team. Our interim report was submitted in October 2020, and a final report should be submitted in July. However, another extension may be required as work on the user-testing and data-migration has been disrupted.

Education Renewal Project

Implementing recommendations of the Education Review Working Group, Education consultant, Dr. Samantha Cutrara, was contracted in August to develop the online component of the core curriculum and update content for implementation in 2021. Read Jane Arnold's report on the exciting new developments for renewing CNSA core curriculum.

Interim Archives Advisor and a new Archives Advisor

The decision to go without a full-time Advisor for this year was very difficult to make as the position is a core service and lynchpin for the CNSA. However, those services have been missed less because site visits and workshops weren't possible due to COVID, and because Lisa Snider was contracted to provide remote interim advisory services, plus Executive members covered other AA duties. Read Lisa's report for more details.

The competition for a new Archives Advisor was held in January and the hiring committee comprised of Susan McClure, Margaret Mulrooney, Jane Arnold, Thea Wilson Hammond and Patti Bannister narrowed the field of 18 applications to 4 interviewees. I am very appreciative of David Mawhinney, CANB president and former CNSA committee member for joining the interview panel to ensure an external arms-length assessment of the interviews. Sharon Murray was selected and signed a contract with CNSA that extends to end of March 2022. Sharon

stepped down from her Executive position during the competition, and so we now need a Communications and Awards member-at-large.

Reconciliation Working Group

Inspired by the Steering Committee of Canadian Archives' "[Reconciliation Framework for Canadian Archives](#)", Sharon Murray formulated the terms of reference for and invited participants to a CNSA Reconciliation Working Group that will report on how to support CNSA members in reconciliation with Mi'kmaq in NS. Read Sharon's report of this important new group's initial work.

Historic Nova Scotia Partnership

Historic Nova Scotia's [CNSA Tour](#) was launched at the AGM with 18 stories from CNSA members. While the project is currently on hiatus without a coordinator, the CNSA continues as a partner and hopes to see more stories from CNSA members.

Libraries, Archives, Museums Nova Scotia (LAMNS)

The Steering Committee for this group was not as active in 2020-2021, meeting just in October and January. Nova Scotia Archives completed its newspaper holdings survey of archives, museums and libraries across NS. Suzanne van den Hoogen, representing Novanet and Laura Bennett, Nova Scotia Museum have taken on chairing from ANSM's Anita Price. Jane Arnold took on representing CNSA from Susan McClure in winter 2021. Kathleen MacKenzie and Emily Plemel are representing CNSA on the planning committee for the October 2021 joint LAMNS conference. Read Kathleen's report for more on plans for the conference.

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 occasional information-sharing teleconferences.

CNSA Leadership

With Vice-president Margaret Mulrooney on maternity leave Jan. 2020 to March 2021, Hansel Cook returned to chair the PADP Adjudication Committee with new V-P Jane Arnold participating on the Committee, so she was ready to chair it this year. Read the PADP report of the first-ever virtual adjudication process at the height of the lockdown. Thanks to Hansel for that, and for signing on for another term representing the CNSA on the Advisory Board to the Public Archives of Nova Scotia.

Margaret returned as President officially in March, with partial participation in Executive meetings and decision in the preceding months. Susan McClure was relieved from an extended term.

Mary Flynn stepped down from chairing the Education Committee after bringing us a stellar virtual conference in October. Please note that the Committee needs a chair.

David Cogswell stepped down from chairing the Preservation Committee in summer 2020 and Mikylah Gillis has stepped up into that position as of spring 2021.

The MemoryNS Committee also needs a chair. Karen White briefly replaced Lindsey MacCallum but was unable to continue.

Please consider getting involved on a CNSA committee. It will be a rewarding experience and your colleagues across the province will be so appreciative.

Acknowledgments

The past year has been very different because of COVID and the temporary change in how CNSA delivered services to our members. I am impressed and grateful to staff and volunteers that the CNSA accomplished as much as it did. We are very fortunate to have access to the talents of Lisa Snider, Samantha Cutrara, and Sharon Murray. I thank them for their work and their patience and flexibility.

This past year has shown that CNSA is truly a partner with the Nova Scotia Archives and the Department of Communities, Culture and Heritage in supporting Nova Scotia's archival community. Patti Bannister's *Report* demonstrates how important our partnership is. Thank you to Patti and Archives, Museums, and Libraries Executive Director, Stephanie Smith, for that support and for your time, advice, and communications.

A huge thank you goes to each of the CNSA Executive (Jane Arnold, Heather Adams, Kathleen MacKenzie, Margaret Mulrooney, Sharon Murray, and Thea Wilson-Hammond). While facing challenges in their own work and personal lives they still gave their time and energy to the CNSA and that is what keeps everything going!

It is an exciting time for the CNSA. The vitalizing energy of a new Archives Advisor and a renewed education program will build on the solid traditions that we're all eager to get back to.

Submitted with much appreciation,

Susan McClure

Former CNSA President

CNSA President's Report

March 1-31, 2021

I officially stepped into the role of CNSA President at the beginning of March. A huge thank you is owed to Susan McClure for extending her term and leading the CNSA through a very challenging year. I must also thank the rest of the CNSA Executive, Heather Adams, Jane Arnold, Kathleen MacKenzie, and Thea Wilson-Hammond, for their dedication and hard work throughout the year.

As Susan noted in her report, the CNSA staff and volunteers made the best of a difficult situation and completed several projects that will allow our organization to expand its capacity for learning opportunities and outreach. Though we are still not sure when we can meet in person again, our new Archives Advisor, Sharon Murray, will be offering many virtual learning opportunities. With our renewed educational offerings and increased awareness of MemoryNS, I am looking forward to the year ahead.

Respectfully submitted,

Margaret Mulrooney, President

Archives Advisor's Annual Report

April 1, 2020, to March 31, 2021

This was an unusual year for Advisory Services, as the CNSA had no full-time Archives Advisor in place. Lisa Snider thankfully agreed to act as Interim Archives Advisor on a part-time basis until such time that the Executive was in a position to hire a full-time Archives Advisor again. Sharon Murray was chosen for the position and began work on March 8, 2021.

Education

Core Curriculum: Because of the Education Renewal process and COVID-19 health restrictions, none of the Core Curriculum courses were offered in the 2020-21 fiscal year. However, at the end of March, 2021, Sharon Murray conducted a beta test of teaching online, delivering *Introduction to Archives* to nine participants via Zoom and Google Classroom. The test was successful, and the CNSA is rolling out some of its Core Curriculum courses online this year.

CNSA Conference: The 2020 conference was held via Zoom on October 2, 2020. Lisa provided complete tech support for the test run beforehand plus the full-day conference, including setting up and running polls, monitoring the chat, and handling the change-over between panels and presentations.

Advisory Services

Advising questions: Lisa responded to over 30 advising inquiries by email and phone, and in March 2020, Sharon responded to 3 inquiries by email and phone.

PADP grant: For the 2012-20 competition, Susan McClure assisted with any PADP applications that came in after April 1, 2020. For the 2020-21 competition, Sharon Murray assisted with 1 PADP application prior to March 31, 2021, and then 1 other in April 2021.

Preservation Equipment Loans Program: During the 2020-21 fiscal year, all five of the CNSA's data loggers remained with the members that borrowed them prior to the first COVID-19 lockdown in 2020. Once public health restrictions are lifted, so that Sharon can access the CNSA office, she will recall the data loggers, so that other members can have access to them.

Site visits: 0

Outreach

Most of the normal outreach work performed by the Archives Advisor was divvied up among members of the CNSA Executive, including attending and giving updates at the various regional curators groups and sitting on the LAMNS committee. Lisa Snider did attend Archives Advisor Working Group meetings, however, and Sharon Murray joined in as of March 2021. All other outreach work was paused in light of public health restrictions.

Communications

From April 2020 to March 2021, Lisa shared announcements and news on the CNSA listserv and responded to all incoming emails to the Archives Advisor email and messages left on the CNSA office phone. The big achievement in Communications this year was the series of Tuesday Talks, which Lisa advertised and facilitated via Zoom:

Tuesday Talks on Archival Topics: MemoryNS (May 5): 34 registered, 24 attended

Tuesday Talks on Archival Topics: Digitized Photo Collections (May 26): 69 registered, 60 attended

Tuesday Talks on Archival Topics: Preservation Best Practices, Tips and Tricks (May 19): 56 registered, 46 attended

Tuesday Talks on Archival Topics: Not Quite Business As Usual: Resuming Core Functions during COVID-19 (June 2): 65 registered, 49 attended

Tuesday Talks on Archival Topics: NS Curriculum (June 16): 46 registered, 33 attended

Tuesday Talks on Archival Topics: Social Media – Boosting Your Digital Outreach (July 14): 49 registered, 38 attended

Administration

From April 2020 to March 2021, Lisa managed the CNSA listserv and website, responded to emails and phone calls, and attended all Executive meetings. Lisa also provided administrative support and was the tech lead for both the CNSA's first ever virtual AGM in June 2020, and then with the CNSA's first ever virtual conference in October 2020. In March 2021, Sharon gradually took over all administrative duties from Lisa, and updated the website and listserv, attended Education Renewal Committee and Executive meetings, and began a clean-up of the CNSA's electronic files and shared drive.

Respectfully submitted,

Lisa Snider, former Interim Archives Advisor

Sharon Murray, Archives Advisor

Communications & Awards Annual Report

April 1, 2020, to January 30, 2021

This report covers most, but not all, of the fiscal year, as I stepped down as Communications and Awards member-at-large at the end of January, 2021. While this position remained vacant, in my new capacity as Archives Advisor, I continued doing Communications work for the CNSA including managing the Council's social media accounts, which is now under part of the Archives Advisor's responsibilities.

CNSA Newsletter

The [Winter 2020 issue of the CNSA newsletter](#) circulated in April 2020, focusing on MemoryNS past, present, and future. In light of the challenging year that ensued, the next issue ([Fall 2020/Winter 2021](#)) wasn't released until March 2021, which featured member updates plus an overview of the CNSA Awards.

Tuesday Talks

Our series of Tuesday Talks were one of our biggest achievements in the spring, as each was well attended and received by members. They were a true team effort, too – see the Archives Advisor's report for further details!

Social Media

I continued to share member's posts on both Facebook and Twitter and have shared CNSA news and events on both social media and the listserv. We've not seen a dramatic rise in the number of followers on Twitter, but have gained some (largely students) on Facebook in the past year.

CNSA Awards

As I was unavailable, Susan McClure attended the **2020 Dal SIM Awards** (virtual) Ceremony in June 2020, and (virtually) presented **Mitchell Jabalee** with the CNSA Award. Mitchell was sent his award package at a later date.

For a variety of reasons, the CNSA Awards were not held in conjunction with the Conference in 2020, but instead, had their own virtual ceremony on December 15, 2020, which doubled as a Christmas party. We received only two nominations for CNSA Awards, both of which were for the Anna Hamilton Award, and so I made the Executive decision to award two this year:

Posthumously being given to **Warren Ervine** from **Scott Manor House** and the **Fort Sackville Foundation in Bedford**. Nominated by **Francene Cosman** on behalf of the **Fort Sackville Archives Committee**. She writes:

"Warren worked for eleven years as a dedicated volunteer archivist at the Scott Manor House in Bedford. Words cannot do justice to his lifetime contribution let alone the years spent with us at the Scott Manor House. He had presence. He had dignity. He had integrity. He had enthusiasm for life and nature. He had an outstanding work ethic and never refused to take on the many

tasks of a volunteer. He was an inspiration and helped our organization to be the committed volunteer community that we are.”

Warren’s many archival projects for Scott Manor House included: Creating a map database for the more than 250 historic maps in the collection, for which he photographed, generated metadata, and designed and created storage folders for each and every map. He also photographed and accessioned all 2000 items in the Manor’s collection. Dressed up in his top hat and tails, and greeted the hundreds of people who passed through the doors of Scott Manor House for their Olde Fashioned Christmas. Warren was a vital leader and member of the Fort Sackville Archives Committee. He is dearly missed.

A second **Anna Hamilton Award** was given **Gloria Stephens** from the **VG Nurses Alumni Archives**. She was nominated by **Joyce Baxter**. Joyce wrote:

“Since returning to Halifax in 2000, Gloria reconnected with colleagues at the VGH Nurses Archives located in the Bethune Building of the VG Hospital in Halifax. Since then, she has devoted much volunteer time and effort to managing this hidden gem of artifacts and archival materials. Among many other projects, Gloria has been the driving force behind collecting a biography of each graduate of the VGH. She’s also is in the processing of publishing a history of VGH Nurses and their role in many historical events of the past 100 years, and recently gave a talk on the subject at Government House. Gloria is an exceptional individual whose passion for history and all-things VGH is commendable.”

‘Despite 2020’ Awards

With oodles of help from Heather Adams, during the Awards Ceremony, we also gave out a series of ‘Despite 2020’ awards for notable and fun social media posts by members during the past year. The “MVP” Award went to Mary Flynn for her extraordinary work organizing the CNSA’s first virtual conference; Carmen d’Entremont was recognized for her Acadian community outreach; “Best virtual tour of a Christmas Village” went to Queens County Museum and Archives; “Best advent social media series” went to the Nova Scotia Archives; “Best then-and-now series” went to the Colchester Historem; the “Creepiest Halloween post” went to the Dartmouth Heritage Museum; “Best Remembrance Day series” went to the St. Mary’s Genealogy Research Centre; “Best social media historical storytelling” went to Chestico Museum and Archives; “Best social media pet presence” was tied between Highland Village (cats Mary Margaret and Anne Katherine) and Eastern Shore Archives (Watson’s World); and finally, “Best festive spirit” at the virtual Awards Ceremony and party went to Deanne Ryan-Meister. With the unused money for CNSA Awards, we purchased items from members’ gifts shops and had them sent to the 11 award winners.

Outreach

With no Archives Advisor on staff, each of the members of the Executive took on some of the outreach work that normally fell to the Advisor. As such, I attended the Spring and Fall 2020 meetings of the South-West Region Curator’s Group meeting and gave CNSA updates. I also attended the Heritage Cape Breton Connection’s (virtual) Fall meeting on behalf of the CNSA.

In July 2020, I met with Karly Kehoe from SMU about her upcoming course, *Rethinking Rural Nova Scotia* to discuss how the CNSA could help connect her students to archives in rural

areas of the province. I then put Karley and Lisa Snider in touch, and Lisa gave a virtual presentation in Karley's class in the Fall semester.

The Archives Advisor typically attends the Dal SIM orientation in the Fall, but because of COVID, the orientation went virtual. So, in August 2020, Heather Adams and I created a short video (with help from Susan McClure and the Halifax Municipal Archives) to promote the benefits of joining the CNSA for Dal SIM students. It was a fun time and hopefully was well received!

Respectfully submitted,
Sharon Murray
Former Communications & Awards member-at-large

CNSA 2020 Conference Report

The CNSA 2020 Conference and AGM was originally scheduled for May 7-8th, 2020 at the Nova Scotia Archives. Due to the Covid-19 pandemic, the conference was postponed and eventually rescheduled to October 2nd, 2020 and held over Zoom. The Education Committee decided to keep the same theme, “Digital Realities,” and re-invite the speakers from the postponed conference, all of whom were still willing to present. The AGM was held virtually on June 9th so we had an opening in our conference schedule, which was filled with an extra session from new professionals / students. The day was structured into 5 sessions with 15 presenters, including one pre-recorded talk.

We received 48 registrations plus myself and Lisa Snider, including 37 members, 7 student / under-waged registrants, 4 speakers (\$0.00) and 1 non-paying attendee. With the conference being held virtually, the budget was pared down to a few lines. The registrations totalled \$1,955. The CNSA Awards weren't given out at the conference, so the budget line for award engraving was not used. A \$300 donation was made in lieu of speaker fees to the Canadian Mental Health Association – Nova Scotia Division. We received donations from Nova Scotia Archives and Public Archives of Nova Scotia Board of Trustees. In total, conference income was \$2955, our expenses were \$300, with revenue of \$2655.

An anonymous survey was sent out to the registered attendees and speakers a week after the conference. 13 people provided feedback, which was positive and constructive. I've included the survey results.

After Sara Hollett left the role of Archives Advisor on March 31, 2020, I took over some of the duties previously done by her, including updating the CNSA website with conference information, receiving registrations, and behind the scenes coordination. In early 2020, I began to revise the Conference Planning Manual, which was last updated in 2007, however I stopped when the Archives Advisor position became vacant. I would recommend that the conference-related duties of the Education Committee Chair and the Archives Advisor be better defined going forward. The conference would not have been possible without the tech facilitation, especially the detailed and thoughtful preparations, of Lisa Snider, interim Archives Advisor.

The Education Program Renewal Working Group's Final Report was a useful document for planning the 2020 conference sessions and theme and I would recommend that the Education Committee continue to consult it. A full day of Zoom talks can be draining and not engaging, so I would also recommend finding better opportunities for attendees to participate during sessions.

Respectfully submitted,
Mary Flynn
Former Chair, Education Committee

LAMNS Conference Report

“Moving Forward: Collaboration & Innovation to Meet Changing Needs”
Virtual conference to be held 21-23 October 2021

Preparations began in November 2020 to investigate whether there was interest in another joint archives, library, and museum conference and to bring together a committee to plan the conference. The planning committee consists of representatives from all three sectors. Committee members are Sharon Murray (CNSA), Emily Plemel (CNSA), Kathleen MacKenzie (CNSA), Jeff Mercer (NSLA, chair), Ray Fernandes (NSLA), Emma Lang (ASNM), Joni Thomas (NSM) and Victoria Castle (NSM). Anita Price (ANSM) and Heather Allain (NSA) were initially members of the committee but had to withdraw for several reasons. They will be available for input later. The committee has been holding monthly meetings since January 2021 and bi-monthly meetings since April 2021. Four subcommittees have been established which are the Program Committee, the Public Relations Committee, the Logistics Committee, and the Finance Committee. These subcommittees have also been meeting on a regular basis.

The call for proposals was distributed at the end of April. The initial deadline was 23 May 2020 but has been extended to 18 June 2021. At present the committee is in the process of inviting keynote speakers. The conference software platform has been chosen. It is anticipated that a conference manager will be hired on a short-term basis. A Request for Proposal will be distributed soon to hire that person. The conference will be funded from seed money from the CNSA, ANSM, and NSLA. It is anticipated that further funding will be received from the province. As in the case of the 2015 LAMNS conference vendors and exhibitors have been invited to sponsor the conference as well as individual sessions. They have been contacted by the committee. The Nova Scotia Library Association has granted space on its website for the conference and information regarding the event is beginning to be posted there. As well as Facebook page has also been created. Please check in on these platforms for updated information.

Respectfully submitted,
Kathleen MacKenzie
Chair, Education Committee

CNSA Education Renewal Working Group Annual Report, 2020-2021

During the past year, the Council of Nova Scotia Archives (CNSA) hired and worked with [Dr. Samantha Cutrara](#), a history education strategist, to develop and deliver a new online education delivery system as part of the CNSA education renewal process. Based on feedback from the membership and review of the existing core curriculum, Dr. Cutrara updated the suite of courses to allow for online delivery as well as support in-person learning.

The first phase of the project included hiring the education consultant, selection of an online delivery platform, and the completion of a single course to test and gather feedback from the course participants. The first course, Introduction to Archives, was fully redesigned and reconstructed in Google Classroom. The eight-module course uses both Google Classroom and Zoom, includes updated slides, with custom visuals and some new content. The use of break-out rooms, Google Jam Board combined with an instructor-led approach has created an innovative but flexible educational experience.

The CNSA has recently hired a new Archives Advisor, Sharon Murray. Sharon taught the Introduction to Archives course to 9 participants over a span of three days from March 29th to 31st. The test course was offered at no cost to a group of nine participants in exchange for detailed feedback. Overall, the feedback was positive with a few areas noted for improvement. This information was then forwarded to Samantha and incorporated into the design and delivery of the remaining five courses. Funding from the Strategic Development Initiative assisted with this initial work.

The final five courses are in the last stage of development and at least two more courses will be offered before April 2022. The first course Introduction to Archives will be offered twice in June, with the potential for a third session in July. The working group will continue to confirm delivery of the remaining five courses, attend a final meeting to wrap up the process, provide any additional recommendations to the CNSA Education Committee, and then disband. Samantha Cutrara confirmed that she will be available for questions or assistance for the first few months after delivery of the courses.

Respectfully submitted,



Jane Arnold

Chair, Education Renewal Committee

Membership Annual Report

April 2020 - March 2021

For the 2020-2021 membership year, there were 84 paid members. This included 25 Associate Institutional members, 40 institutional members, 13 Individual members, and six Student/Senior/Retired/Unwaged members.

There were a total of 15 new members in the 2020-2021 membership year, including four new Associate Institutional members, eight new Individual members, and three new Student/Senior/Retired/Unwaged members. In addition to this, nine lapsed members renewed their memberships with us!

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



MemoryNS Committee Annual Report

Annual Report for 2020-2021

The MemoryNS (formerly ArchWay) Committee oversees the ongoing development and administration of MemoryNS, the CNSA's online database of members' archival descriptions. It assists in the development of tools and training for CNSA members to use MemoryNS, liaises with the vendor hosting MemoryNS, as well as with the Canadian Council of Archives, about uploading MemoryNS content into ArchivesCanada.ca, the national description database. It also promotes MemoryNS as a major Nova Scotia heritage resource and develops and administers policies governing participation in MemoryNS.

(From the Terms of Reference in CNSA Governance Manual)

2020-2021 was a low-key year for your MemoryNS Committee. The chair was vacant for most of the year. One meeting was held 11 September 2020 virtually via Zoom software, where an update on the "MemoryNS Promotion" DHCP Project was given and a discussion on the long-term goals for MemoryNS was conducted. No issues or concerns were raised by the membership.

Committee members were: Karen White, Nova Scotia Archives; Jennifer Lambert, Dalhousie University Archives & Special Collections; Kathleen MacKenzie, Saint Francis Xavier University; and Cheryl Smith then Patti David, Celtic Music Interpretive Centre. Ex-officio members were Paul Maxner representing Nova Scotia Archives, and Lisa Snider, MemoryNS trainer, who replaced the Archives Advisor during the year.

Respectfully submitted,
Karen White
Interim Chair, MemoryNS Committee

Report of the Nova Scotia Archives (NSA)

April 2020 – March 2021

During 2020/2021, 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
 - contributed to the Education Renewal Committee.
 - updating on federal-provincial-territorial items of interest
- Continued support for CNSA visibility and inclusion in provincial and national opportunities
 - Provincial Archivist delivered 1 PADP grant writing workshop via Zoom on January 14, 2021.
- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
 - 11 referrals from NSA to a total of 8 different institutions.
- While the pandemic and building construction has meant that space has been largely unoccupied this year, 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

Provincial Archival Development Program Adjudication Committee Annual Report 2020-2021

The Adjudication Committee of the Provincial Archival Development Program (PADP) met on Friday, May 8, 2020, to review the 8 applications that were submitted from institutional members of the CNSA. The total ask for all these applications was \$83,698.17. Six of the applications were submitted under Objective 1 (Descriptions added to MemoryNS) and two were submitted under Objective 2 (Preservation).

The 2020 PADP adjudicators were:

- Hansel Cook, Chair (Saint Mary's University Archivist)
- 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)
- Sharon Murray (Historic Nova Scotia/CNSA Communication & Awards member-at-large)

Each application was independently reviewed, and six projects were recommended for funding. Of those six, one applicant was asked to adjust their application to fit the funding envelope, which they agreed to do, and brought the total amount of tentatively approved applications to \$50,000. The projects that received funding were:

Name of Applicant	Project Title
Argyle Township Court House Archives	Municipality of the District of Argyle 2000-2010 Records Processing Project
Colchester Historical Society (Colchester Historeum)	Replacement of metal drawer and frame storage in the Colchester Historeum's Archives
Dalhousie University Libraries - University Archives	Faculty Fonds Processing Project
Lake Charlotte Area Heritage Society (Eastern Shore Archives)	Lena Fergusson Fonds Access Project
St. Mary's Genealogy Research Centre at Sherbrooke Village	St. Mary's Genealogy Research Centre Increased Access Project
West Hants Historical Society	Global Preservation Assessment of the West Hants Historical Society Archive Collection

Training sessions for grant applicants were held in December and January, led by Patti Bannister, Nova Scotia Archives. The CNSA thanks the department of Communities, Culture, and Heritage, as well as the Nova Scotia Archives, for their role in providing these funds and managing the program.

Adapted from Hansel Cook's PADP Adjudication Committee report submitted to the CNSA Executive on May 29, 2020.

Report of the CNSA Preservation Committee For the year ending March 31, 2021

Committee membership

David Cogswell, former Chair
Mikylah Gillis, current Chair
Rosemary Barbour, Nova Scotia Archives
Laura Fedynyszyn, Paper and book conservator
Anne Williams, Nova Scotia Archives
Paulo Matheus de Sousa Lima, Dalhousie Archives
CNSA Archives Advisor (ex officio)

Committee meetings

In August 2020, David Cogswell stepped down as Chair of the Preservation Committee. The committee did not meet for the remainder of the 2020-2021 fiscal year due to Covid-19 restrictions and the lack of a committee Chair. Mikylah Gillis agreed to become the Chair in April 2021.

Data Loggers

In light of public health restrictions, all data loggers remained with the member organizations that checked them out prior to the pandemic. The exception was the pair of loggers checked out by the Anglican Diocese in PEI, which were returned in March 2021. One of these data loggers was then sent to another CNSA member leaving one that is currently not in use. Once the new Archives Advisor, Sharon Murray, is able to access the CNSA, she will recall the rest of the data loggers, so that other members can access them.

Respectfully submitted,
David Cogswell
Former Chair, Preservation Committee

Reconciliation Working Group (ad hoc) Annual Report September 18, 2020, to March 31, 2021

The Reconciliation Working Group had its first meeting on November 12, 2020, with four members in attendance: Sharon Murray, Jane Arnold, Ashley Sutherland, and Michelle Davey. After much discussion, we formulated a loose plan for how we wanted to go about gathering and assessing information for the eventual report to the CNSA Executive. We determined that we need to have someone from the Mi'kmaw community at least consulting on our process and report. While we have struggled to find someone who is willing to fill that role, each of the RWG's members have had fruitful and helpful discussions with various Mi'kmaw community members, and we hope that soon enough, we will have someone(s) to assist our process.

Our planned meeting for December had to be postponed due to unforeseen scheduling conflicts with two of our members, and because Sharon had to step away from all CNSA activities during the recruitment process for a new Archives Advisor, the Reconciliation Working Group did not meet again until February 24, 2021. In the meantime, we lost Michelle Davey as a member of the Group. During our February meeting, the RWG drafted the wording of the Reconciliation survey for members, which for reasons beyond our control, was not circulated until May 27. The committee unfortunately was stalled in the interim, as we cannot proceed further until we have the results of the survey.

In early March, 2021, Sharon connected with Dr. Lisa Binkley from Dalhousie University, who, in partnership with Tim Bernard and Mi'kmawey Debert were about to submit a grant application to the Social Sciences Humanities Research Council of Canada (SSHRC), requesting funding for their emerging project, "Reclaiming Mi'kma'ki through the Archive: Twentieth Century Mi'kmaw Land Loss". The project will help develop the research capacity of Mi'kmawey Debert through an online content management system aimed at giving Mi'kmaw communities, educators, and the general public access to records, objects, oral histories, and knowledge held by Mi'kmawey Debert. If the grant is successful, the first stage of the multi-phase project will take place from summer 2021 to spring 2022. Lisa Binkley and Tim Bernard asked if the CNSA would be willing to be listed as a prospective project partner on the grant application. The Executive resoundingly voted yes. If the grant application is successful, the CNSA will offer in-kind education/training to the staff they hire at Mi'kmawey Debert, and Sharon will attend meetings on behalf of the CNSA. The grant results will be released this summer (2021).

Respectfully submitted,
Sharon Murray, on behalf of the Reconciliation Working Group

Treasurer's Annual Report

April 1, 2020 – March 31, 2021

This was my seventh year as Treasurer for the CNSA and my job continues to be made very manageable 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 requirements, such as cheque writing and allocation of revenue and expenses, are overseen by me in communication with Lynn and the other signing officers (Sharon, Margaret and Heather).

The Covid-19 Pandemic created many challenges in the timely payment of expenses as we relied on the postal service to send cheques to signing authorities and for that reason, we shifted some of our payments to e-transfer through the Credit Union. The new payment system still requires dual signing, just in electronic form.

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

- 1) The Council received DHCP (Documentary Heritage Communities Program) project grant of \$48,897 for a Memory NS project of which \$26,664 has been deferred to the next year and is noted on the 2021-2022 budget.
- 2) The Council shifted much of the Archives Advisor salary, travel and PD&T (since we did not hire a new Archives Advisor until late in the fiscal year) to the Education Renewal Project as identified as a key priority in our strategic plan.
- 3) Due to the pandemic our annual revenues from the conference and workshops were significantly reduced or eliminated. On the expense side, costs related to the conference, workshops and travel were also reduced significantly.

This year's budget for the 2021/2022 fiscal shows an increase in the annual anchor grant from the Nova Scotia Archives. This increase will allow the CNSA to offer full advisory services from Sharon Murray and additional MemoryNS support services from Lisa Snider. We are extremely grateful for this increase as it will strengthen the work already achieved by Council through its DHCP MemoryNS project and allow us to offer more educational opportunities in the upcoming year.

In closing, this upcoming year as Treasurer will be my last. I am alerting the membership now that we will be seeking a new Treasurer for the 2022-2025 (a 3-year term). Given the competency of our bookkeeper, this position is not as challenging as it may seem and I will be happy to support a new Treasurer in any way I can – so please consider joining the CNSA in this role!

Respectfully submitted,



Thea Wilson-Hammond
CNSA Treasurer

