COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS
2021-2022

CNSA President's Annual Report
April 2021 to March 2022

Despite another year filled with uncertainty and many pivots, the Council of Nova Scotia Archives has accomplished a great deal. Participation in the new online Core Courses exceeded our expectations, membership has increased significantly, and Archives Advisor, Sharon Murray, and MemoryNS Support Specialist, Lisa Snider, worked hard to support our members and maintain strong connections with archives across the province.

The following reports demonstrate the dedication of our staff, Executive, committee members, and partners. (Please note the the Preservation Committee was inactive in the period covered by these reports.) Although we were still unable to meet in person for much of the year, many behind-the-scenes projects were completed. The benefits of these efforts will be felt by our membership for many years to come!

I would like to thank the Nova Scotia Archives and Department of Communities, Culture, Tourism, and Heritage whose support has enabled our organization to meet and surpass many of our goals.

Respectfully submitted,
Margaret Mulrooney
President

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Archives Advisor's Annual Report
April 2021 to March 2022

It's hard to believe that it's been just over a year since I became the Archives Advisor for the CNSA! I am so grateful to members and the Executive for helping ease me into the position and making me feel so welcome. It's been a busy year with the relaunch of our Core Courses, the LAMNS Conference, reviving dormant committees, and the return of Advisory Services. COVID prevented me from doing as many site visits as I had hoped/planned, but thanks to Zoom, I still feel connected to our members in every corner of the province.

Education

2021-22 was a **banner year for CNSA educational offerings** and therefore me teaching! In March 2021, I worked with our Education Consultant, Samantha Cutrara, to deliver a beta test of *Introduction to Archives* online, following which, we officially relaunched the Archival Certificate Program and Core Courses (formerly known as the Core Curriculum). From April 2021 to March 2022, I redeveloped and taught the following Core Courses online:

- 5 sessions of Introduction to Archives
- 2 sessions of Arrangement & Description
- 2 sessions of Access, Reference, and Outreach

Full details about the courses and registration numbers can be found in the Education Committee Annual Report (pg. 9), but on the whole, the response and feedback on our online courses has been overwhelmingly positive. I also want to say how much I enjoy getting to know members – both long-standing and new – through teaching our courses!

Advisory Services

Advising questions: I responded to 86 email and phone requests from all regions of the province about a wide variety of topics and concerns, from data-logger loans to policy writing, copyright, the CNSA listserv, digitization, grants, and memberships. These 86 did not include inquiries about course offerings and the Archival Certificate Program, of which there were many.

PADP assistance: As outlined in the PADP Adjudication Committee report (pg. 15), we received more requests for funding than there was money to go around. I assisted two members with their applications, acted as secretary during the adjudication process, and then helped two members revise their budgets/applications based on feedback from adjudication.

Preservation Equipment Loans Program: After more than a year without anyone in the CNSA office, all of the HOBO data loggers were overdue to be returned. All six have since come back to me and three have been loaned to members.

Site visits: I was only able to do 6 in-person site visits plus 2 virtually. Many other members expressed interest in site-visits, which I hope I can (finally) make happen this summer.

Outreach

The past year was also a busy one for outreach work. Highlights include:
- Representing the CNSA at LAMNS meetings and the LAMNS conference committee (see conference report on pg. 11);

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- Attending regular meetings of the Archives Advisors Working Group;
- Attending most spring/fall meetings of the Regional Curators groups (virtually);
- Semi-regular meetings with the folks from ANSM to discuss possible collaborations and keep each other up-to-date on happenings in our respective organizations;
- In September 2021, attending the Dalhousie School of Information Management orientation for new students (in person);
- In October 2021, I was invited to give a 'Lunchless Learn' talk (virtually) for students in the Dalhousie School of Information Management about working in archives;
- Also in October, Jane Arnold and I gave a presentation about the CNSA's Education Renewal Project to the entire staff of the NS Department of Communities, Culture, Tourism, and Heritage (200+ people!), as part of the CCTH Ignite sessions;
- The following week, Jane and I presented at the LAMNS joint virtual conference about the Education Renewal Project;
- In February 2022, I was invited to speak about decolonizing archives in an undergraduate History course at Saint Mary's University, and I organized for Laurena Fredette from Libraries and Archives Canada to be my co-presenter;
- In March 2022, I was invited by the University of King's College Librarian to be part of a round-table discussion for students at King's interested in the Information professions.

Professional Development

In the past year, I attended several virtual workshops and training opportunities, including:
- Association of Canadian Archivists' annual conference in June 2021;
- Copyright workshop taught by Jean Dryden in September 2021;
- I completed the online course, *Fundamentals of OCAP™* (Indigenous Ownership, Control, Access, and Possession), in the fall of 2021;
- In November, I participated in an online workshop on "Description and Access for Anti-Black Archival Materials" hosted by the Association of Canadian Archivists;
- I also attended several free, online webinars and workshops including an *'UnConference' on Teaching with Primary Sources*, the Community Sector Council of Nova Scotia's *Black History Learning Journey*, and Dalhousie School of Information Management's *Antiracism and Decolonization in Information Practices* lecture series.

Administration

In July 2021, I began working from to the CNSA office – a bit of a delay because the windows were being replaced in the Nova Scotia Archives. I then set aboard cleaning and reorganizing the space – a big task! Other administrative highlights include:
- Migrated all CNSA active records to Google Workspace to improve both security and access and created Shared Drives for all CNSA committees
- Reorganized the CNSA website to better feature member services and education
- Updated the CNSA members' map
- Cleaned-up the CNSA listserv to include only active members and simplify annual maintenance following membership renewal season
- Maintained the CNSA social media accounts
- Acted as ex-officio for the Education, Conference Sub-Committee, and MemoryNS Committees

Respectfully submitted,
Sharon Murray
Archives Advisor

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MemoryNS Coordinator Annual Report
April 2021 to March 2022

Below is a summary of the work I completed from April 1, 2021, to March 31, 2022.

DHCP Project

The CNSA received funding from the Documentary Heritage Communities Program (DHCP) for a project focused on improving the use of MemoryNS, which ran from April 1, 2020, to August 24, 2021. There were seven parts to the project, and I was involved in all of them.

1. Conducted MemoryNS (AtoM) usability testing with contributors and users, analysed responses and wrote report. This report was then sent to DHCP and Artefactual, to hopefully further usability improvements to AtoM in future releases.

2. Promoted use of MemoryNS to researchers through 12 training/intro sessions targeting academics, creative writers, Acadians, archaeologists, genealogists, local historians, and responded to 8 public queries about using MemoryNS

3. Offered 21 interactive training sessions throughout the province and responded to 73 requests for support from contributors, resulting in 4 new contributors and 699 new descriptions, with more underway.

4. Cleaned up MemoryNS data, refined its search capabilities and offered technical support to CNSA.

5. Completed a Migration Analysis Report to assess options for export/import from the five CNSA institutional databases into MemoryNS.

6. Imported a total of 18,923 descriptions to MemoryNS from two members' institutional WebGencat databases.

7. Developed a CSV validation task to check for and report on common issues found in CSV files prior to import. It will be available to all AtoM users worldwide in version 2.7, along with detailed supporting documentation. The checker is documented on Artefactual's website under Import/Export on this page.

MemoryNS Usage

Following the completion of the DHCP project, I continued as MemoryNS Coordinator on a part-time contract with the CNSA. Between the DHCP project and my MemoryNS Coordinator work, I offered more than twenty virtual MemoryNS training and information sessions for members, and promoted the use of MemoryNS for researchers, including CNSA members, many of whom also use MemoryNS for research. Because of this work, we have seen an increase in members' use of MemoryNS: from April 1, 2019, to April 4, 2022, 20,410 descriptions were created or updated (published and draft).

Future Recommendations for MemoryNS

The CNSA Executive asked that I write a report about the future of MemoryNS and what's needed to effectively support members.

In collaboration with Archives Advisor, Sharon Murray, and Alina Ruiz, Chair of the MemoryNS Committee, in December 2021, we circulated a MemoryNS Survey for Associate Institutional

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Members and Intuitional Members. In January, the three us met to discuss the results, and I then analyzed and produced a report on the findings plus data from the DHCP project and my experience working with members.

MemoryNS is a very important support tool for and to CNSA members, particularly smaller and medium-sized institutions with limited funds and personnel. For some members, MemoryNS is used as their only database and/or website for their institution. For others, it is a site they use as a secondary source for researchers, who find them first on MemoryNS and are then directed to that institution's online database or their website. But as user-testing showed, members need training and consistent support in order to use the database effectively.

The following is recommended for future MemoryNS work that will further support members:

- Start to slowly increase bulk uploads. These are very time consuming and should be done with great care and on a limited basis in order to not overwhelm the Assistant.

- MemoryNS has Google Analytics attached to it. It is possible to provide stats for each individual member. In other provinces, these stats have been used by members, who use it in annual reports, board reports, funding applications, etc.

- The members who use MemoryNS should be encouraged to upload descriptions that relate to Mi'kmaq, Black/African Nova Scotians, Acadians, and other minority groups in NS including LGBTQ2S+. This would help support the EDI work that the CNSA has been doing and anticipates doing in the coming years.

- MemoryNS should be incorporated more into the educational program. This has already been started by the new pilot course on Applied RAD Using MemoryNS. By recommending this to members who can afford it, it will help bring more funds to the CNSA, but also help those members with the base knowledge of both RAD and MemoryNS.

- Continuing the position of MemoryNS Support Specialist for 2022-2023 will help keep the momentum going that has been built in the past few years and keep support in place for members who need it.

Collective Access Research

The CNSA Executive also asked me to conduct research into whether Collective Access could be changed to show the archival hierarchy in a meaningful way for researchers and users. I conducted research through Google, discussions with ANSM, and feedback from a question I posted on the ARCAN-L listserv. The resulting report was submitted to the Executive in March 2022, which included Canadian examples of Collective Access used for archival materials.

Respectfully submitted,
Lisa Snider
MemoryNS Support Specialist

Communications & Awards Annual Report
April 2021 to March 2022

Sharon Murray, Archives Advisor, had assumed the responsibilities for the social media accounts and E-newsletter during her tenure as a volunteer; she has retained both those folios, but sought a volunteer for Awards & Communications in order to generate and discuss further ideas. This is how I came to join the CNSA Executive, in June 2021, as the member-at-large for Communications & Awards. Sharon and I first met in July 2021; the following themes emerged from our discussions:

Communications

- Promoting CNSA's services and support to our membership. The CNSA website contains a plethora of help; however, Sharon and I noted that some information may be somewhat "under the radar," and we wanted to ensure its visibility.
- Revising the Communications strategy, which is an ongoing project.
- Generating interest in Awards nominations.
- Reconfiguring the E-newsletter to become a more accessible and useful resource for members.

E-newsletter

Sharon and I met in April 2022 to discuss a new look for an online newsletter. It will become sustainable in form and function – e.g., something that can be produced in a reasonable amount of time, driven by accumulating news rather than by a fixed date/cycle, with a goal of keeping things current and interesting for our membership.

A particular concept is a new "member profile" section that highlights one of our members, thus fostering an improved sense of community and collaboration. We developed a questionnaire to send out to members to see who may be interested in having their repository and/or staff recognized in this way. **Lisette Aucoin-Bourgeois,** Executive Director of Les Trois Pignons in Chéticamp, is going to be the first of our member profile. Lisette's profile will be published with the launch of the E-newsletter in Fall 2022.

CNSA Awards

In Fall, 2021, CNSA was invited to hold our awards ceremony in conjunction with the Libraries, Archives, Museums Nova Scotia (LAMNS) joint Virtual Conference, *Moving Forward Together: Collaboration and Innovation to Meet Changing Needs,* on October 21-23, 2021. The call for nominations went out on *listserv* on September 9, 2021, and the deadline was October 12, 2021. Award recipients were announced in a virtual ceremony on October 22, 2021. A slide presentation was created on *Canva* with an accompanying script announcing the winners.

Award winners received their cheques and certificates by mail. Awards were as follows:

The Phyllis R. Blakeley Award for outstanding accomplishment in archival work was presented to Dalhousie University Archives for the work of Paolo Matheus de Sousa Lima, an Archival Assistant, on the Ronald St. John MacDonald fonds. Completed, the collection is comprised of 17.5 metres of textual records and represents over 1,000 hours of staff-time.

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The Doug Kirby Award for outstanding achievement in archival preservation was presented to Dalhousie University Archives for its Digital Preservation System. Planning for their project began in 2018, the year of the University's 200th Anniversary. Creighton Barrett, the Archive's Digital Archivist, identified the project's functional requirements, which included implementing *Archivematica* and *Access to Memory (AtoM)* open-source software.

The Anna Hamilton Award for outstanding service to the Nova Scotia archival community was presented to Peter Matthews, for the creation of the "Vinegar Bible" Interest Group. Peter Mathews has chaired the Heritage Committee at St. John's Anglican Church in Lunenburg for over 11 years.

The **CNSA Award** for a graduating student of the **Dalhousie School of Information Management** was presented to Emily Plemel in a virtual awards ceremony in June 2021.

I have sincerely enjoyed learning about CNSA's Members and activities during this past year. With you, I look forward to the year ahead.

Respectfully Submitted,
Heidi Schiller
Member-at-Large, Communication & Awards

Education Committee Annual Report
April 2021 to March 2022

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.

The Education Committee had been dormant since 2020 not just because of the pandemic, but also because from 2020-2021, the CNSA was in the process of renewing its Core Courses and moving them online. With that work complete, in early 2022, the Education Committee was revived with a new group of members.

Committee Members

- Phil Cassidy, Argyle Township Court House Archives
- Alyssa Gallant (Chair), Beaton Institute, Cape Breton University
- Heather Green, Department of History, Saint Mary's University
- Catherine Irving, Coady International Institute, StFX University
- Gabriel Jones, Consulting Director, Musée des Acadiens
- Emily Plemel, Nova Scotia Archives
- Maggie MacIntyre, ex-officio, Association on Nova Scotia Museums
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

Meetings

The Education Committee held two meetings via Zoom between February and March 2022. The meetings were held on:

- February 10, 2022
- March 24, 2022

During the first meeting, the Education Committee discussed the creation of the Conference Sub-Committee and introduced members to the tasks that would be assigned to each. Between meetings, members interested in serving on either the Education Committee or Conference Sub-Committee signed up via an online form and accordingly, the members were split between the two committees.

The Terms of Reference for the Education Committee were reviewed and updated and include changes to the pricing of conference registration for members of the Conference Sub-Committee, the future hiring of instructors for workshops and courses, as well as a change from the term "Core Curriculum" to "Core Courses" for educational offerings. To reflect changes in the Terms of Reference, the cancellation policy was revised, with the cancellation periods shorted due to these events being held online (or in a hybrid format) for the foreseeable future.

Core Course offerings for the upcoming year and pricing for the courses were discussed and updated. The Education Committee also loosely planned when each course would be offered (i.e. during spring/summer/fall/winter) and who was available to teach the *Introduction to Preservation for Archives* course. It was also decided that the Archival Certificate Program

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would be capped at 40 participants as a result of the recent demand for archival education courses in Nova Scotia.

Core Courses & Workshops

In June of 2021, we officially relaunched our Core Courses online. The demand for them was so great that each was offered multiple times:

- *Introduction to Archives* was taught twice in June, twice in July, and then once in March 2022, with a total attendance of 72 across the five sessions
- *Arrangement & Description* was taught once in September and once in October, with a total attendance of 28
- *Access, Reference, and Outreach* was taught once in October and again in November, with a total attendance of 30

In addition to the above three Core Courses, the CNSA also offered the following online workshop for members for free:

- *Description and Access for Anti-Black Archival Materials* led by Melissa Nelson in March 2022, for which 33 members registered for free.

Archival Certificate Program

Enrollment in our Archival Certificate program more than quadrupled this past year, adding 30 new students to the program where there were only 9 before! While we don't expect that the program will grow exponentially each year, it is clear that there is an appetite for online archival education.

Professional Development & Training Bursary

The Professional Development & Travel Bursary unfortunately saw no applications for the 2021-2022 fiscal year. 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,
Alyssa Gallant
Chair, Education Committee

LAMNS Conference Report

The Libraries, Archives, Museums Nova Scotia (LAMNS) joint virtual conference, "Moving Forward: Collaboration & Innovation to Meet Changing Needs," took place online from 21-23 October 2021.

The conference organizing committee was made up of representatives from several organizations affiliated with LAMNS:

- Victoria Castle, Nova Scotia Museum
- Ray Fernandez, Nova Scotia Library Association
- Emma Lang, Association of Nova Scotia Museums
- Kathleen MacKenzie, Council of Nova Scotia Archives
- Jeff Mercer, Nova Scotia Library Association
- Sharon Murray, Council of Nova Scotia Archives
- Emily Plemel, Nova Scotia Archives
- Krystal Tanner, Association of Nova Scotia Museums
- Joni Thomas, Nova Scotia Museum

The committee met monthly until September at which point, we moved to weekly meetings in the lead-up to the conference.

The conference used the virtual event platform, PheedLoop, and we hired a Virtual Conference Manager, Shaina (Turgeon) Scrimgeor from Gemstone Event Management, to handle the bulk of the technology. We couldn't have pulled it off without her!

Over the conference's three days, 72 people from libraries, archives, and museums presented in the 49 sessions total (including breaks, lunch sessions, social events, welcome remarks and presentations). The presentations were varied and interesting and several touched on issues and perspectives relevant to all three sectors.

In total, 129 people registered as attendees:

Category:	# Registered per Category:
Member - Employed full-time (30+ hr/wk)	73
Member - Employed part-time (29 hr/wk or fewer)	4
Member - Seasonal, looking for work, or retired	12
Non-Member	28
Student	12

From a financial perspective, the joint conference was a success in that each group that contributed financially (ANSM, CNSA, NSLA) saw a small amount of revenue in return.

Respectfully submitted,
Sharon Murray
Archives Advisor

Membership Annual Report
April 2021 to March 2022

The total number of members for the 2021/2022 year was 115! This included 45 Institutional members, 33 Associate Institutional members, 19 Individual members, and 18 Student/Senior/ Retired/Unwaged members.

There were 28 new members during this membership year. This included 16 Student/Senior/ Retired/Unwaged members, 9 new individual members, and 3 new Associate Institutional members. There were also 8 lapsed individual members who returned, and 5 lapsed associate institutional members who returned.

Respectfully Submitted,
Heather Adams
Member-At-Large, Membership & Nominations

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MemoryNS Committee Annual Report
April 2021 to March 2022

It was another slow year for the MemoryNS Committee as we continued to navigate the various waves of the pandemic. One significant activity involving the MemoryNS Committee was to investigate how MemoryNS might better serve our members who work in museums and/or who are also ANSM members. This was in response to suggestions that Collective Access, a collections management program for museums, could potentially incorporate a hierarchical description structure, thus replacing or diminishing these members' need for MemoryNS.

One meeting, held on 3 Dec. 2021 with members of the Council, brought on various discussions in regard to this issue. It was determined that a study should be conducted to find out how many CNSA members are also ANSM members, how many of them are using MemoryNS, what obstacles they face depending on the size of their archive, and their overall satisfaction with MemoryNS support and training offered through the CNSA. It was ultimately decided that this data would be collected through a survey.

Another meeting between the MemoryNS Committee Chair, MemoryNS Coordinator, and CNSA Archives Advisor took place on 10 Dec 2021 to determine the survey questions, and the survey itself was sent out to members on 14 Dec 2021. A final meeting took place on 8 Feb 2022 to discuss and analyze the results, after which the MemoryNS Coordinator produced a full-length report (details of which can be found in the MemoryNS Coordinator's annual report).

Going forward, the MemoryNS Committee will be looking to ramp up activities in the coming year with discussion and opportunities to support the membership in regard to MemoryNS.

Respectfully submitted,
Alina Ruiz
Chair, MemoryNS Committee

Report of the Nova Scotia Archives (NSA)
April 2020 – March 2021

During 2021/2022, NSA (working with its parent department, Communities, Culture, Tourism and Heritage/CCTH) has fulfilled its mandate to the provincial archival community in various ways and means, including:

Continued financial support from Communities, Culture, Tourism and Heritage (CCTH)
- $75,000 Anchor Grant to support CNSA programs and services. This is an increase in the annual funding from the previous $60,000 level. This increase came directly from the budget of NS Archives.
- $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 CCTH
- a guest at all Executive Committee meetings, bringing information and consulting on matters relating to the archival community
- working with CCTH 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
- CNSA had the opportunity to present as a stakeholder organization at the virtual CCTH Day on December 15, 2021.
- Provincial Archivist delivered a virtual PADP grant writing workshop on January 18, 2022.

Continued support for/promotion of Provincial Cooperative Acquisition Strategy
- 19 referrals from NSA to a total of 9 different CNSA member archives
- 2 transfers of material from NSA to a CNSA member archives
- 2 transfers of material from CNSA member archives to NSA

While the pandemic and building construction has meant that space has been unoccupied for long periods over the past 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, and MemoryNS Committees.

Respectfully submitted,
Patti Bannister
Provincial Archivist

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Provincial Archival Development Program
Adjudication Committee Report, 2021

The independent Adjudication Committee of the Provincial Archival Development Program (PADP) met on Friday, May 14, 2021, to review the 7 applications that were submitted from Institutional members of the Council of Nova Scotia Archives (CNSA). Committee members were:

- Jane Arnold, Chair (Archivist, Beaton Institute at Cape Breton University)
- Anne Crossman (Nova Scotia Archives, Board of Advisors)
- 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)

Any committee members who represented an institution or Board that submitted an application to the PADP did not score or comment on that application and were not present during discussions of that application.

The following five projects were recommended for funding from the PADP allotment available for 2021/2022:

Rank	Applicant	Project
1.	Beaton Institute, Cape Breton University	Cape Breton Highlanders 150th Anniversary Project
2.	Colchester Historical Society	Processing "Found in Collection" Photographs
3.	West Hants Historical Society	Preservation and Physical Processing of the West Hants Historical Society Archival Collection
4.	Shearwater Aviation Museum	Shearwater: 100 Years of Service
5.	Mahone Bay Museum	Processing, Digitizing, and Increasing Access to Mahone Bay Area's Early 20th Century Business and Family History

Virtual PADP training was offered by Patti Bannister on January 14, 2021, with excellent attendance. The program was oversubscribed this year indicating great interest and need by our membership.

Respectfully submitted,

Jane Arnold

Jane Arnold
Chair, PADP Adjudication Committee

Reconciliation Working Group Annual Report
April 2022 to March 2022

The Reconciliation Working Group met 8 times between April 2021 and March 2022. The group consisted of six members:

- Jane Arnold, Beaton Institute, Cape Breton University
- Katherine Crooks, Mount Saint Vincent University
- Alyssa Gallant, Beaton Institute, Cape Breton University
- Rachel Head, Beaton Institute, Cape Breton University
- Sharon Murray, Archives Advisor (Chair)
- Ashley Sutherland, Colchester Historeum

Over the past year, the RWG has conducted research, surveyed members, and consulted with Mi'kmaw and heritage-sector professionals in order to write their report for the Executive on what the CNSA can do to help forward reconciliation within the Council and its membership.

We also consulted with Roger Lewis from the Nova Scotia Museum plus Angelina Amaral, formerly from the Kwilmu'kw Maw-klusuaqn/Mi'kmaq Rights Initiative (KMKNO), at various stages of the writing process. Once a first draft was complete, we sought input from several Indigenous and non-Indigenous individuals: Lisa Binkley (Dalhousie University), Jamie Heap (KMKNO), Maggie MacIntyre (ANSM), and John Reid (SMU).

The RWG submitted a draft of our 23-page report to the CNSA Executive on March 18, 2022. The Executive held a special meeting the following week to discuss the report and next steps. It was decided that the RWG should create a condensed version to circulate among the membership and to seek input and guidance from Mi'kmaq on our proposed recommendations (see Appendix A).

The RWG is still in the process of gathering input on the report and our recommendations. While we are submitting this version for acceptance at the AGM, we see this as a living document that may need to shift and change in response to the input we receive in the coming months. Since the Executive will be developing a new strategic plan for the CNSA this fall, we intend to submit an updated version to them in advance of that process, so it may inform their planning and priorities for the Council in the coming years.

Respectfully submitted,
Sharon Murray
Chair, Reconciliation Working Group

Treasurer's Annual Report
April 1, 2020, to March 31, 2021

This was my ninth and last year as Treasurer for the CNSA. The daily bookkeeping has been managed by the CNSA's efficient Bookkeeper, Lynn Layes. Lynn oversees most day-to-day transactions and preparation of monthly financial reports. Lynn will be retiring from this role in mid-December, so we are now seeking a new bookkeeper. 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 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 was deferred to the 2021/2022 year and was expended fully this year.

2) The Education Renewal contract with Samantha Cutrara is complete, and the revenue generated from the online core curriculum is a welcome addition to the CNSA.

This year's budget for 2022/2023 fiscal allows us to apply expected revenues generated from workshops to the hiring of a part-time administrative assistant. The increase in the annual anchor grant from the Nova Scotia Archives, which first occurred this past fiscal, allows us offer additional MemoryNS support services from Lisa Snider, the Memory NS Support Specialist. We are extremely grateful for the ongoing support from the Nova Scotia Archives.

In closing, I would like to thank the outgoing President, Margaret, the Executive, and the extremely efficient Sharon Murray for a successful past year. We have accomplished much, and I know I am leaving the Council in good hands.
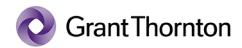
Respectfully submitted,

Thea Wilson-Hammond
Treasurer

Grant Thornton

Financial Statements

Council of Nova Scotia Archives

March 31, 2022

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Independent Practitioner's Review Engagement Report

To the Directors of
Council of Nova Scotia Archives

We have reviewed the accompanying financial statements of Council of Nova Scotia Archives that comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Council of Nova Scotia Archives as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Grant Thornton LLP

Halifax, Canada
June 9, 2022

Chartered Professional Accountants

Council of Nova Scotia Archives
Statement of Operations

Year ended March 31		2022		2021
Revenues				
AGM conference	$	**3,225**	$	2,905
Government funding		**105,000**		40,000
Memberships		**9,890**		8,135
MemoryNS project funding		**26,664**		22,233
Other		**696**		750
Workshops		**9,740**		-
		155,215		74,023
Expenditures				
AGM conference		**2,000**		300
Archivist advisor		**63,892**		12,490
Depreciation		**976**		295
Education project		**30,000**		24,000
Executive committee		**215**		200
MemoryNS		**34,238**		24,704
Operating and website maintenance		**7,831**		3,042
Professional fees		**3,163**		2,876
Workshops, other		**8,463**		620
		150,778		68,527
Excess of revenues over expenditures	$	**4,437**	$	5,496

Council of Nova Scotia Archives
Statement of Changes in Net Assets

Year ended March 31		2022		2021
Surplus, beginning of year	$	**104,580**	$	99,084
Excess of revenues over expenditures		**4,437**		5,496
Surplus, end of year	$	**109,017**	$	104,580

Council of Nova Scotia Archives
Statement of Financial Position

March 31		**2022**		2021
Assets				
Current				
Cash and cash equivalents	$	**91,432**	$	142,072
Receivables		**7,698**		6,197
Harmonized sales tax receivable		**3,641**		2,392
		102,771		150,661
Investments (Note 3)		**18,019**		17,909
Equipment (Note 4)		**2,491**		955
	$	**123,281**	$	169,525
Liabilities				
Current				
Payables and accruals	$	**5,668**	$	36,091
Deferred revenue		**2,840**		28,854
Payroll source deductions payable		**5,756**		-
		14,264		64,945
Surplus		**109,017**		104,580
	$	**123,281**	$	169,525

Contingency (Note 5)

On behalf of the Board

_____ Director

Council of Nova Scotia Archives
Statement of Cash Flows

Year ended March 31		**2022**		2021

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenues over expenditures	$	**4,437**	$	5,496
Item not affecting cash				
Depreciation		**976**		295
		5,413		5,791
Change in non-cash working capital items				
Receivables		**(1,501)**		(197)
Harmonized sales tax		**(1,249)**		(834)
Payables and accruals		**(30,422)**		31,632
Deferred revenue		**(26,014)**		27,144
Payroll source deductions payable		**5,756**		-
Investments		**(110)**		(9)
		(48,127)		63,527

Investing

Purchase of equipment		**(2,513)**		-
(Decrease) increase in cash and cash equivalents		**(50,640)**		63,527

Cash and cash equivalents

Beginning of year		**142,072**		78,545
End of year	$	**91,432**	$	142,072

1. Nature of operations

The Council of Nova Scotia Archives (the "Council") was incorporated on June 29, 1983 under the Societies Act of Nova Scotia. The Council endeavours to promote accepted archival standards, procedures and practices among those institutions and organizations entrusted with the care of Nova Scotia's documentary heritage.

2. Significant accounting policies

The financial statements are prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies used are as follows:

Cash and cash equivalents

The Council's policy is to present bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn.

Equipment

Each class of equipment is carried at cost less, where applicable, any accumulated amortization and impairment losses.

Purchased equipment is recorded at cost. Depreciation is provided on the diminishing balance basis at the following rates:

Computer equipment	30%
Equipment	20%

Revenue recognition

The Council follows the deferral method of accounting for contributions.

Government funding is recognized as revenue when received unless otherwise designated for a specific use in which case the revenue is recognized when the related expense is incurred.

Workshops revenue is recognized when the services are provided.

Other revenue is recognized when earned and collection is reasonably assured.

Income taxes

The Council is a not-for-profit organization under the meaning assigned in Section 149 of the Income Tax Act and, as such, is exempt from income taxes. Accordingly, no provision has been made in the accounts for income taxes.

2. Significant accounting policies (continued)

Use of estimates

Management reviews the carrying amounts of items in the financial statements, at each balance sheet date, to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

Financial instruments

The Council considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Council's financial instruments include the following:

- cash and cash equivalents
- receivables
- investments
- payables

A financial asset or liability is recognized when the Council becomes party to contractual provisions of the instrument.

The Council initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The Council subsequently measures its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in net revenues over expenditures. The Council removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in net revenues over expenditures.

Council of Nova Scotia Archives
Notes to the Financial Statements
March 31, 2022

2. Significant accounting policies (continued)

Financial instruments (continued)

The Council has a comprehensive risk management framework to monitor, evaluate and manage principal risks assumed with financial instruments. Unless otherwise noted below, it is management's opinion that the Council is not subject to significant currency, interest rate or market risk.

Credit risk
The Council does have credit risk in receivables $11,338 (2021 - $8,589). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. Management closely evaluates the collectability of its receivables which are assessed on a regular basis. There was no significant change in exposure from the prior year.

Liquidity risk
Liquidity risk is the risk that the Council cannot repay its obligations when they become due to its creditors. The Council reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due and maintains an adequate cash balance to repay trade creditors. In the opinion of management, the liquidity risk exposure to the Council is low and is not material.

3. Investments

The investment balance is comprised of term deposits recorded at cost plus accrued interest with maturity dates of October 2022 and May 2025 and interest rates of 1.4% and 1.6% respectively. Term deposits are reinvested once they reach their maturity date with similar terms.

4. Equipment

	Cost	Accumulated Amortization	2022 Net Book Value	2021 Net Book Value
Computer equipment	$ 45,886	$ 43,907	$ 1,979	$ 314
Equipment	23,221	22,709	512	641
	$ 69,107	$ 66,616	$ 2,491	$ 955

5. Contingency

The Council has entered into funding agreements with various government departments. Funding received under these agreements is subject to repayment if the Council fails to comply with the terms and conditions of the agreements.

6. Economic dependence

A significant portion of the Council's revenue is derived from the grant revenue received from the Province of Nova Scotia which is approved by the province annually. The Council's ability to continue viable operations is dependent upon this funding.

Council of Nova Scotia Archives: 2022-2023

General Revenue			Administrative Expenses	
Memberships	9,500		Gifts/Donations/Honorarium	200
Conference Gross Revenue	3,000		Memberships/Licensing	800
Workshop / Curriculum Registrations	15,000		Bank, Paypal, Payroll Charges	500
Interest	750		Office & Postage Expense	600
Transfer from reserves	5,526		Membership Resources	-
Total General Revenue	**33,776**		Administrative Assistant	8,645
			Bookkeeping	1,500
			Accounting Fees	3,200
Government Funding			**Total Administrative Expenses**	**15,445**
Nova Scotia Archives	75,000			
			Governance Expenses	
Total Government Funding	**75,000**		Executive Committee: AGM	-
			Executive Committee: Operations	215
TOTAL REVENUE	**108,776**		Executive Committee: Travel	500
			Exec. Committee: Strategic Planning	3,000
			Total Governance Expenses	**3,715**
			Committee Expenses	
			Memory NS	-
			Education	-
			Membership	400
			Preservation	-
			Reconciliation Working Group	2,250
			Awards	560
			Total Committee Expenses	**3,210**
			Membership Programs & Services	
			Workshop / Curriculum Expenses	4,000
			Conference Expenses	3,000
			Professional Development & Travel Bursaries	1,500
			Archives Advisory Services	61,948
			Memory Nova Scotia Support Specialist	15,158
			Communications Platforms	800
			Total Programs	**86,406**
			Special Projects	
			Total Special Projects	-
			TOTAL EXPENSE	108,776
			NET INCOME	(0)

COUNCIL OF NOVA SCOTIA ARCHIVES

Reconciliation Working Group Report

Draft for public feedback

2022

Table of Contents

Introduction

Founded in 1983, the Council of Nova Scotia Archives (CNSA) is a professional association for archives and archivists in Nova Scotia. The Council advocates for the proper preservation of archives and the importance of public access to these records through its member archives. As of the writing of this report, **the CNSA has over 110 members**, more than 75 of which are institutions – archives and heritage organizations of all sizes across the province.

The Council of Nova Scotia Archives' Reconciliation Working Group (RWG) was established on September 18, 2020, in response to the release of a draft of "A Reconciliation Framework for Canadian Archives" (hereafter referred to as "the Framework") by the Steering Committee on Canada's Archives (SCCA) in July 2020. The final version of the Reconciliation Framework was released in March 2022. The RWG was tasked with determining what actions the CNSA should take to assist members with implementing the SCCA's Framework and forwarding reconciliation within the Council and its membership.

The Reconciliation Framework is a **call to action for archives and archivists in Canada**. The problems faced by the CNSA and its members are not specific to Nova Scotia: as stated in the Framework, archival practice in Canada (and elsewhere) is grounded in colonial values and worldviews. Our members are not to blame for establishing practices that neglect Indigenous voices, but now that we see the problems, **we are responsible for change**. Since the Truth and Reconciliation Commission released its report in 2015, several CNSA members have taken the initiative to build relationships with Mi'kmaw communities and have made strides to decolonize their practices and holdings. We applaud all the work our members have done and are doing. But as the Framework shows, there is still much work we need to do. The RWG hopes the CNSA can help its members on this journey and be a vehicle for change within archives and archival practice in Nova Scotia and Mi'kma'ki.

This draft of the RWG Report is a condensed version of what was submitted to the CNSA Executive on March 18, 2022. We would like our recommendations to reflect the needs and priorities of all those invested in the future of archival practice in this region. We therefore are **circulating this draft for public feedback, especially from CNSA members and Mi'kmaq,** before we submit our final report at the CNSA's Annual General Meeting in June.

Important Note

While this report was written in response to the Framework and the need for reconciliation between settler/colonial archives and Indigenous Peoples in Canada, many of our recommendations can and should be extended to other historically marginalized communities in Nova Scotia such as Black/African Nova Scotians, LGBTQIA2S+, immigrants, those with disabilities, and so forth. We encourage readers to reflect upon how the CNSA's planned actions could be broadened to forward diversity, equity, inclusion, and accessibility in addition to reconciliation within the CNSA, its membership, Nova Scotia, and Mi'kma'ki.

Summary of the Framework

The Reconciliation Framework responds to the Canadian Truth and Reconciliation Commission's **Call to Action #70**: "We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices," and produce a report with recommendations as "a reconciliation framework for Canadian Archives."

The Framework acknowledges the historic and ongoing roles that archival institutions have played in Indigenous-Settler relations in Canada, particularly the appropriation and colonization of Indigenous knowledge and records. The Framework affirms Canadian archivists' commitment to reconciliation with Inuit, Métis, and First Nations communities, and to building meaningful, reciprocal relationships with Indigenous Peoples as the foundation for all future reconciliation work.

Recognizing the Euro-centric and colonial assumptions inherent in current archival theory and practice, the Framework calls for substantial revisions to Canadian archival policy to respect and support Indigenous Peoples' inherent rights to records, knowledge, and information by and about them. The Framework identifies core objectives for change to incorporate the priorities, perspectives, and practices of Indigenous communities into archival policy, governance, professional practices, resource allocation, and education.

Building meaningful and reciprocal relationships between Indigenous

> " The Framework calls for substantial revisions to Canadian archival policy to respect and support Indigenous Peoples' inherent rights to records, knowledge, and information by and about them

Peoples and Canada's archival community is the first and the most important objective for change. The Framework acknowledges that steps toward reconciliation on the part of the archival community must originate in, and be responsive to, the needs and priorities of Indigenous communities and organizations. The principles of **respect, responsibility, relevance, and reciprocity should guide archival institutions** seeking to build trust with relevant Inuit, Métis, and First Nations communities, groups, and individuals. A commitment to relationship-building is reflected in the Framework's recommendation that partnerships with Indigenous communities be formally incorporated into the governance and management structures of archival institutions.

The Framework also addresses other areas of Canadian archival theory and practice that must be revised to work toward reconciliation. Existing standards of professional practice, including the handling of archival materials pertaining to Indigenous histories and cultures, conventions of arrangement & descrip-tion, and policies around ownership, control, access, and possession must change to reflect **Indigenous Peoples' inherent rights over their records and information**, as well as Indigenous protocols for preserving history and com-munity knowledge. The Framework identifies Canadian archival education programs as important sites for supporting this paradigm shift within professional practice and for challenging the colonial assumptions embedded in existing archival theory and practices. Finally, facilitating Indigenous Peoples' access to their records is identified as a priority area for change: beginning from the assumption that Indigenous people have a "right to know about and control access to archival materials created by or about them" (SCCA 2022, 44), the Framework calls institutions to inventory their holdings, inform Indigenous communities about the existence of relevant archival materials, as well as their rights to access – and potentially control others' access to – those materials.

> "
>
> Building meaningful and reciprocal relationships between Indigenous Peoples and Canada's archival community is the first and most important objective for change

To summarize, the Framework asks the Canadian archival community to:

1 **Build equitable relationships with Indigenous communities**

Before true reconciliation can begin, Canada's archival community needs to build equitable relationships with Indigenous communities that are grounded in respect, responsibility, relevance, and reciprocity

2 **Respect & reflect Indigenous sovereignty over their information**

Existing standards of archival professional practice must change to reflect Indigenous Peoples' sovereignty over information and knowledge by and about them as well as Indigenous protocols for preserving history and community knowledge

3 **Respond to the needs & priorities of Indigenous communities**

Any steps taken by the archival community toward reconciliation must originate in, and be responsive to, the needs and priorities of Indigenous communities and organizations, not just the needs and priorities of archives and/or their parent organizations.

4 **Make significant changes to archival practice**

Current archival practices and standards may require a complete paradigm shift in order to achieve the above recommendations

5 **View reconciliation as an ongoing process**

Reconciliation is not an end-goal nor is it a box to be checked; it also may never be 'complete.' Instead, reconciliation should be viewed as an ongoing process that is – and must be – responsive to the needs and relationships out of which it grows

Potential Challenges

Based on the RWG's survey of CNSA members, it is evident that the membership would like to build relationships with Mi'kmaw communities and learn more about what reconciliation means for archives. While a hopeful sign, we know that many CNSA member organizations have finite resources and operate with limited staff, both paid and volunteer. We also know that for most of our members, their resources – financial and human – have been further restricted by the pandemic. Outreach is already an under-resourced part of archival practice in Nova Scotia and elsewhere, with archivists allocated insufficient time to build and sustain relationships with communities and organizations. As a result, even archives with sizeable staff and budgets would struggle to find the time and resources required to implement the Framework; without sufficient support, it may be an impossible task for most CNSA members.

The RWG believes that many CNSA members will face **two fundamental challenges** in attempting to implement the Framework's recommendations: relationship-building with Mi'kmaq and accessing meaningful and relevant education about Mi'kmaw histories, culture, and protocols. What's more, learning about the Mi'kmaq ideally should grow from reciprocal, respectful relationships with them. How archives should navigate these inter-connected needs – relationship-building and education about Indigenous cultures and protocols – are not mapped out in the Framework.

> "
>
> The CNSA [can] help members build capacity for respectful, reciprocal relationship-building with Mi'kmaq

As a non-governmental organization, the RWG believes that the CNSA is uniquely qualified to help advocate for and facilitate some of what the Framework calls for, especially **education and training** that will help members build capacity for respectful, reciprocal relationship-building with Mi'kmaq. Additionally, given that the CNSA offers advisory services, it already has many of the tools needed to provide guidance and support to members that want to implement the most important recommendations in the Framework.

But before the CNSA can become a vehicle of change, it must make changes within the Council itself. The Council should make reconciliation, equity, diversity, and inclusion (REDI) part of its mandate. Just as the CNSA sees itself as a responsive organization that works to meet the needs of its members, the CNSA must commit to constantly adjusting and working towards reconciliation, equity, diversity, and inclusion. The CNSA must also actively seek to diversify. **Mi'kmaq are integral to the future of archival practice in this region** (as are African Nova Scotians and other historically marginalized communities). We must give Mi'kmaq seats at our table and be open to changing in response to their values, priorities, and needs.

That being said, the RWG's biggest challenge in writing this report is that **the CNSA lacks information about Mi'kmaw priorities and needs for heritage preservation and stewardship**. The RWG sought counsel from Mi'kmaw colleagues and friends, and we discussed possible avenues for consultation with Mi'kmaq. In so doing, it became clear to us that the time and human resources required to better understand the needs of Mi'kmaw heritage organizations and communities – and how the CNSA must change in order to be an ally – was well beyond the scope of the RWG's Terms of Reference. Moreover, the RWG believes that **listening to and learning from Mi'kmaq is part of the CNSA's reconciliation journey**. That journey must begin with the CNSA building reciprocal relationships with Mi'kmaq, by earning their trust, respect, and guidance. Relationship-building should be seen as an ongoing, collaborative process and an investment in the future of the CNSA, its members, and archival practice in this region. It may also allow the CNSA to be a conduit for fostering relationships between CNSA members and Mi'kmaw organizations, communities, and Elders that share an interest in preserving and promoting culture and heritage.

We hope that this report and our recommendations will help the CNSA move toward truth, reconciliation, and more equitably serving those who preserve and promote the documentary heritage of this region.

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>
> Relationship-building should be seen as an ongoing, collaborative process and an investment in the future of the CNSA, its members, and archival practice in this region

Streams of Action

The RWG is recommending that the CNSA undertake three streams of action: Relationship-Building, Education, and Engagement.

These three streams reflect the needs identified by CNSA members and address the challenges we anticipate members will face in implementing the Framework. The streams also reflect the Framework's primary objective: relationship-building with Indigenous Peoples should be the focus of archives and archivists, the outcomes of which *must equally benefit Mi'kmaw communities*. Therefore, **building meaningful and reciprocal relationships with Mi'kmaq should be at the heart of all of the CNSA's intentions and actions**. Education and Engagement will support Relationship-Building and be a product of it.

The three streams are interrelated and interconnected, and together, will help the CNSA and its members move toward reconciliation.

EDUCATION
for CNSA members

- Mi'kmaw history, culture, & worldviews
- Respecting Mi'kmaw protocols & governance
- Honouring the Treaties
- Cultural sensitivity training
- The TRC's findings and Calls to Action
- OCAP™ & UNDRIP
- Decolonizing archival practices
- Implementing the Framework

RELATIONSHIP BUILDING

Respectful
Relevant
Reciprocal
Responsible

ENGAGEMENT
with Mi'kmaq

- Listen to Mi'kmaw priorities & needs
- Collaborate with Mi'kmaw organizations & communities
- Offer archival training & information
- Direct CNSA resources toward Mi'kmaw initiatives
- Support Mi'kmaw stewardship of their heritage

Recommendations

The RWG is also recommending that the CNSA take a **phased approach** with the three streams of action – Relationship-Building, Education, and Engagement. Each phase will build on earlier phases and will inform next steps. A phased approach will provide a **foundation of support, information, and resources** that will result in long-lasting and meaningful changes. In order to avoid challenges mentioned earlier in this report, the RWG is recommending that these phases be implemented slowly and thoughtfully to support consciousness-raising, relationship building, and adapting as the CNSA learns more about Mi'kmaq priorities and needs. Moreover, a measured and thoughtful approach will help avoid burdening Mi'kmaw communities, organizations, and individuals; instead, responsibility will be placed on the CNSA and its members to earn the trust of Mi'kmaq. Hopefully from that trust, the CNSA and members can build respectful, reciprocal relationships with Mi'kmaw communities and organizations, out of which, truth and reconciliation will grow.

These recommendations are not a prescription for reconciliation. Rather, guided by the Framework, they are simply a starting point for the CNSA on the path to respectful, reciprocal relationship-building with Mi'kmaq and to change. As relationship-building unfolds and the CNSA learns more about Mi'kmaw priorities and needs, these recommendations will likely need to shift and grow.

For the CNSA Executive

1. Write a statement that (hopefully) will become part of the CNSA's mandate, declaring the Council's commitment to reconciliation, equity, diversity, and inclusion.

2. Write a meaningful land acknowledgement and make it clearly visible on the CNSA website.

3. Commit to supporting and promoting Indigenous rights to protect and control access to their traditional knowledge, cultural heritage, and information by and about them.

4. Create a Reconciliation, Equity, Diversity, and Inclusion (REDI) standing committee. The Chair of this committee should be cross-appointed to the CNSA Executive as the new member-at-large for REDI. At least one member of the REDI Committee should also sit on the Education Committee.

5. Seek to diversify the Executive Committee and CNSA membership.

6   Revise the Archives Advisor's work plan to devote time (and resources) to REDI work plus outreach and relationship-building with Mi'kmaw organizations, communities, and individuals (as with BIPOC, LGBTQIA2S+, and more).

7   Commit annual financial resources to reconciliation, equity, diversity, and inclusion initiatives such as Mi'kmaw Elder and community consultation, REDI education for CNSA members, and REDI professional-development for CNSA staff and the Executive.

8   Work toward hiring an individual who identifies as Mi'kmaw, who, along with the Archives Advisor, could focus on outreach and relationship-building with Mi'kmaq and help develop and coordinate REDI education for members.

Education for CNSA Members

9   Through consultation with Mi'kmaw organizations, communities, and Elders, adapt the CNSA's Core Courses to acknowledge the need to decolonize/Indigenize archival practice and offer new ways of approaching arrangement, description, and access protocols.

10   Possibly in partnership with ANSM, offer members at least one REDI-themed workshop or learning opportunity each year to address the needs identified in the membership survey. In order of priority:
   • Mi'kmaw history and culture
   • Treaty education
   • The Truth and Reconciliation Commission's findings and Calls to Action
   • The Reconciliation Framework for Canadian Archives
   • Training and cultural protocols for working with Indigenous archival materials
   • Repatriating knowledge – what it is and what it means for archives
   • How to be an ally
   • Assisting researchers looking for records pertain to Mi'kmaq and/or other Indigenous Peoples
   • Resources available for reconciliation initiatives and/or Mi'kmaw history projects

   Also consider offering the following workshops:
   • A Blanket Exercise
   • Cultural sensitivity training
   • Archives and OCAP™ (Indigenous ownership, control, access, and possession)
   • Why use land acknowledgements and how to make them meaningful
   • Protocols and best practices for relationship building with Mi'kmaq
   • Trauma-informed archival practice and access services

11   Provide ongoing support and advising for members that are building relationships with Mi'kmaw communities/organizations and implementing the Framework.

Engagement with Mi'kmaq

12   Offer free memberships to Mi'kmaw organizations and individuals that are interested or involved in heritage stewardship.

13   Create a bursary program for BIPOC individuals that would like to enrol in the CNSA's Archival Certificate Program, granting them reduced or free registration fees for all Core Courses and CNSA workshops.

14   Through relationship-building and consultation with Mi'kmaq, inquire about whether there is need or desire for any of the following actions outlined in the Framework, and how/if the CNSA could assist:

- Locate, inventory, identify, digitize, describe, and create an online database/portal for archival documents and resources on Mi'kmaw history, individuals, and communities held in repositories across Nova Scotia. Mi'kmaq should determine access protocols for these records and materials.
- Genealogy/archival research workshops for Mi'kmaw communities and individuals.
- A type of 'Introduction to Archives' course for Mi'kmaw organizations/ communities. Are there other courses and training the CNSA could offer/facilitate that would benefit Mi'kmaw communities?
- A guide for culturally-appropriate terms, names, and orthographies for describing records and archival materials that pertain to Mi'kmaq. Include with this a guide for how to describe records with racist terminology.
- A heritage-sector mentorship program for Mi'kmaw youth to help develop interest in heritage professions (perhaps in partnership with ANSM).
- A safe-space group for BIPOC heritage professionals.
- Protocols and cultural guidelines for CNSA members that want to engage with local Mi'kmaw communities and organizations.

Next Steps

While the RWG Report was written for the CNSA Executive, we recognize that any actions resulting from it will primarily impact members and Mi'kmaq. It is therefore important that we **gather feedback from members, Mi'kmaq, and interested members of the public** before we finalize the report for submission at the 2022 CNSA Annual General Meeting in June.

We value your input and guidance. **Thank you – Welali'oq – Merci!**

Reconciliation Working Group

- Jane Arnold, Beaton Institute, Cape Breton University
- Katherine Crooks, Mount Saint Vincent University
- Alyssa Gallant, Beaton Institute, Cape Breton University
- Rachel Head, Beaton Institute, Cape Breton University
- Sharon Murray, Council of Nova Scotia Archives
- Ashley Sutherland, Colchester Historeum

The RWG would like to thank the following people for their guidance and support in the writing of this report:

- Angelina Amaral, Assembly of First Nations, Office of Regional Chief, Nova Scotia and Newfoundland
- Patti Bannister, Provincial Archivist and Director, Nova Scotia Archives
- Lisa Binkley, Assistant Professor, Department of History, Dalhousie University
- Jamie Heap, Administrative Support, Kwilmu'kw Maw-klusuaqn
- Roger Lewis, Curator of Mi'kmaq Cultural Heritage, Nova Scotia Museum
- Maggie MacIntyre, Executive Director, Association of Nova Scotia Museums
- John Reid, Professor Emeritus, Department of History, Saint Mary's University
- The CNSA Executive: Margaret Mulrooney, Thea Wilson-Hammond, Kathleen MacKenzie, Heather Adams, Heidi Schiller

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Resources & Links

The Framework provides many resources on reconciliation and decolonizing archives in Canada. Below are some resources specific to Mi'kma'ki/Nova Scotia that may be helpful to CNSA members on their journey toward reconciliation. This list is not comprehensive; rather, like our recommendations, it is meant as a starting point.

- Association of Nova Scotia Museums' Resource Sheet on Equity, Diversity, and Inclusion
- Cape Breton University's Mi'kmaq Resource Guide
- Confederacy of Mainland Mi'kmaq
- Halifax Public Libraries' Reconciliation Reading List
- Jilaptoq Mi'kmaw Language Center
- Kwilmu'kw Maw-klusuaqn – Mi'kmaq Rights Initiative
- Mi'gmaq-Mi'kmaq Online Talking Dictionary
- Mi'kmaq History Month
- Mi'kmaq-Nova Scotia-Canada Tripartite Forum's Culture and Heritage Committee
- Mi'kmaq Resource Guide by the Union of Nova Scotia Indians, the Confederacy of Mainland Mi'kmaq, and the Native Council of Nova Scotia
- Mi'kmaw Kina'matnewey (MK) – Mi'kmaq education and language emersion
- Mi'kmaw Place Names Digital Atlas
- Native Council of Nova Scotia
- Regional Chief for Nova Scotia/Newfoundland, Chief Paul Prosper, for the Assembly of First Nations
- Tepi'ketuek Mi'kmaw Archives, which includes a list of History resources
- Treaty Education
- Union of Nova Scotia Indians

Archives and repositories with online guides to their Mi'kmaw holdings:
- Beaton Institute Archives, Cape Breton University, Guide to Mi'kmaw Holdings
- Halifax Municipal Archives' guide to sources related to Mi'kmaq in Halifax region
- Membertou Heritage Park virtual archives
- Mi'kmaw Native Friendship Centre's Archives
- Mi'kmawey Debert Cultural Centre
- Nova Scotia Archives' Mi'kmaq Holdings Resource Guide and the digitized Treaties of Peace and Friendship
- Nova Scotia Museums' Mi'kmaq Portrait Gallery