



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2015-2016

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President's Annual Report April 2015 – March 2016

The last year has seen the Council of Nova Scotia Archives continue to offer our high quality service to the archival and heritage communities of the province.

Funding for the operations of the CNSA has remained stable for 2015-2016, and the financial support of the department of Communities, Culture and Heritage and the Nova Scotia Archives has allowed us to continue to operate and offer our services, essential to the archival system of the province. In addition, the provincial government has continued to fund the Provincial Archival Development Program (PADP), an essential grant program for our members. As CNSA President, I joined with Roger Gillis to meet with the Honourable Tony Ince, Minister of Communities, Culture and Heritage, in the fall of 2015. We updated him on a number of CNSA initiatives including PADP, MemoryNS, and our joint conference, as well as our future plans coming out of the Renewal and Sustainability report. I feel confident in the ongoing support for CNSA's operations.

Many of you will be aware of the province's ongoing Culture Plan initiative, including both surveys and workshops looking at the issues that affect a broad number of different culture groups across the province. As CNSA president I attended one of the consultations on February 22nd 2016, where I raised the importance of recognizing the documentary heritage of our province imbued in our archival collections, and the need for ongoing support to these institutions, financial and otherwise.

In addition to MemoryNS, the CNSA continues to work very closely with the Nova Scotia Archives on a number of projects. We will be partnering with them on the upcoming Community Albums Project, and the project's staff person will be hosted out of the CNSA offices – space which, in turn, has been supplied to us at no charge by the provincial archives for more than two decades.

Certainly one of the highlights of 2015 was the joint Archives-Library-Museum conference, ALM2015, held at the Lord Nelson Hotel in Halifax September 25-27. As CNSA President I sat on the main planning committee for the conference, and also served on the sponsorship committee. Under the theme "Public Places, Community Spaces", the conference covered many issues where the three communities intersect, from digitization to education, to governance, and more. There were 239 delegates to the conference, and more than 80% surveyed afterwards expressed interest in another joint conference. The planning committee felt another joint conference three to four years after ALM2015 was likely the best option. Representatives of the CNSA, NSLA, ANSM, and LBANS will meet in early 2017 to decide on a potential date for the next joint event.

Due to the size of the ALM conference and the date when it occurred, the CNSA decided that instead of 2-day conferences in the spring of 2015 and 2016, we would instead hold one-day workshops alongside our AGM. The spring 2015 workshop was on MemoryNS training, and was very well attended.

This past year is the first full year of our new archives database MemoryNS. Along with the Nova Scotia Archives, we continue to support and tweak the platform to make it as useful as possible to our members. Planning is underway for a contract MemoryNS Archives Assistant position, to help identify gaps in the database's coverage of our members, and assist in getting those finding aids online.

Unfortunately, the CNSA had several problems with our web site this year, including hacking attempts that resulted in outages, which made access to some of our resources (including the MemoryNS training documents) occasionally difficult. The CNSA executive is currently examining RFPs to redevelop and re-host our web site, likely to be completed by around September 2016.

The CNSA continues to be an innovator in delivering archival service, and is recognized across the country for our initiatives. In the past year the Archives Association of Ontario began working on a cooperative acquisition strategy, one that is modelled at least in part on Nova Scotia's Strategy, and as CNSA president I assisted in the initial planning and development of Ontario's strategy. In return, some of the resources developed by AAO may be of interest to us when we come to renew our own acquisition strategy.

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

I would like to thank all the volunteers who serve on the various committees that keep the CNSA running. As I step down as President I feel very confident in the future success of the Council.

Respectfully submitted,

Hansel Cook
President, Council of Nova Scotia Archives
May 2016

Archives Advisor's Annual Report

April 2015 – March 2016

Education

Core Curriculum:

For the 2015-2016 year, four of our six Core Curriculum workshops were offered in the Northeast region: *Introduction to Archives* was offered in April 2015 in Sherbrooke; *Acquisition, Appraisal & Accessioning* was offered in May 2015 in Antigonish; *Introduction to Preservation* was offered in August 2015 in Tatamagouche; and *Access and Reference* was offered in October 2015 in Pictou. Several participants were able to complete the program this year; congratulations to all!

NSCC Course:

The *Introduction to Archives* course in Nova Scotia Community College's (NSCC) Library Technician diploma program was offered once again from January-April 2016 at Dartmouth's Waterfront Campus. 16 students took the course and did very well, showing a great deal of enthusiasm for archives. Plans have been made to offer the course again from January-April 2017 in the classroom, with the possibility of an online offering in 2017. One of the highlights of our school year are the in-person visits to member archives, which provide a valuable extension to the concepts discussed in the classroom. Thank you to all of our members who have graciously welcomed the students into their facilities!

Conferences:

In lieu of our usual two-day conference in 2015, the CNSA collaborated with our partners in the museum and library communities to offer a joint conference on September 25-27, 2015 under the theme "Public Places, Community Spaces: Connecting Nova Scotia's Archives + Libraries + Museums". Members of the CNSA served on the planning and program committees and delivered sessions during the 3-day conference. The planning and delivery of a large scale event was a great deal of work, but the conference was a great success, drawing in participants from across the province and garnering very positive feedback. In discussion following the conference, all of the organizing associations voted to repeat the joint conference idea every 3-5 years, with the intervening years being held for our own smaller, more focused conferences.

According to our bylaws, the CNSA is required to hold an AGM after our official fiscal year-end of 31 March. Therefore, we held an AGM and MemoryNS training day earlier in the year, in May 2015.

At the national level, Jamie attended the Association of Canadian Archivists conference in Regina, SK in June 2015.

Advisory Service

Over the summer and autumn months, Jamie made 13 site visits to general and institutional members during 2015-16. The regional breakdown was: 1 member in the Southwest region in August; 3 members

in the HRM region in July and October; 6 members in the Northeast region in August and September; and 3 members in Cape Breton in August and September. As in previous years, site visits were scheduled in groups based on geographical region, and more site visits took place in our workshop region, the northeast. Some members had specific questions in mind while others wanted a general professional discussion about archives.

In addition to face-to-face consultations, Jamie responded to numerous from-a-distance requests for information via telephone and email. Many of these inquiries involved assisting members with grant applications, including the new DHCP grant, or addressing general archival questions. Jamie assisted members with their PADP applications in 2015 and acted as recording secretary for the PADP adjudication committee.

Outreach

During the year, Jamie served on the Association of Nova Scotia Museums Education & Training Taskforce and took part in bimonthly teleconference meetings with the Archives Advisors' Group. Jamie represented the CNSA at "Associations' Days" at Dalhousie and NSCC, and in February 2016, represented the CNSA at the CCA's RAD Meeting of Experts in Ottawa, ON.

Network

After several years of projects to migrate the ArchWay database to our new MemoryNS platform, we switched our focus from heavy work to maintenance and normalizing operations around our new system, mainly through the creation of new policies and procedures and training material.

Our website was plagued with several security breaches and viruses over the past year, which led to plans for a redesign and hosting/security management over the coming year.

Throughout the year, the CNSA listserv, website, and Facebook page were updated and maintained on a regular basis.

Other

Jamie continued to work with the Member-at-Large: Memberships/Nominations (Jane Arnold, Beaton Institute), to keep the membership information up-to-date. As ex officio, Jamie attended all Executive Board meetings, as well as meetings of the CNSA Education Committee, Preservation Committee, and MemoryNS Committee.

Respectfully submitted,

Jamie Serran
Archives Advisor
May 2016

Report of the Nova Scotia Archives (NSA) April 2015 – March 2016

The *Public Archives Act* (1998) is the governing legislation for the provincial documentary heritage institution (which ‘does business as’ the Nova Scotia Archives). An amended Act has recently been approved in the Spring session of the NS Legislature. The amendments (not yet proclaimed) will, among other things, strengthen the existing institutional mandate and add new objects and functions; the latter include:

- (e) support, encourage and assist archival activities and the archival community; and
- (f) promote the usability, visibility and relevance of archives in the Province.

These two objects are accomplished chiefly by offering appropriate collaboration and support to the Council of Nova Scotia Archives (CNSA). Under the new amendments, it is also proposed that CNSA will continue to be represented on the Advisory Board of the Public Archives of Nova Scotia (PANS) as the province’s recognized archival stakeholder organization.

During 2015/2016, 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
 - \$4,000 Minister’s one-time Discretionary Grant at year-end, to assist with building information content within MemoryNS.
- 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 complete PADP evaluation, currently underway
 - updating on federal-provincial-territorial items of interest, e.g. Working Group on Collaborative Acquisition
- Continued support for CNSA visibility and inclusion in provincial and national opportunities
 - collaboration on strong archival component for Joint ALM Conference (Fall 2015)
 - opportunities to participate in Libraries Nova Scotia, CCH Culture Action Plan, etc.
 - co-partnership with PANS in ‘Community Albums’ project (Canada 150)
- Continued support for MemoryNS (Provincial Catalogue)
 - NSA covers annual license and support fees charged by Artefactual Systems (Vancouver) for AtoM relational database platform

- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
 - 19 referrals from NSA to 11 CNSA member archives
 - no transfers out of NSA, but awaiting one pending transfer in
- 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 solid contributions to CNSA committee work through participation on Education, Preservation and MemoryNS Committees.
- Update on 'Community Albums' Initiative (Canada 150 Project)
 - initial expressions of interest received from approx. 30 archives, small museums and related heritage organizations, fall 2015
 - \$30,000 seed funding provided by PANS Board, from Dr. Phyllis R. Blakeley Trust
 - application for additional funding now with Canadian Heritage (Canada 150 Fund); response anticipated by late summer/early fall 2016
 - recruitment underway for Coordinator's position (June 2016-July 2017); CNSA Archives Advisor on Recruitment Panel
 - core project activities to begin in June, with Coordinator based in CNSA Office.

Respectfully submitted,

Lois K. Yorke
Provincial Archivist
May 2016

MemoryNS Committee Annual Report

April 2015 – March 2016

Committee Membership 2015-2016

Creighton Barrett, Dalhousie University Archives (Apr-Sept 2015)
Jennifer Lambert, Dalhousie University Archives (Sept 2015-present)
Paul Maxner, Nova Scotia Archives (ex officio)
Kathleen MacKenzie, St. Francis Xavier University Archives
Christie MacNeil, Beaton Institute
James McLean, Government of Nova Scotia (Chair Sept 2015-present)
Jamie Serran, Archives Advisor, CNSA (ex officio)
Karen White, Nova Scotia Archives (Chair Apr-Sept 2015)

Meetings

The MemoryNS Committee met four times during the 2015-2016 year:

- April 22, 2015
- October 28, 2015
- December 2, 2015
- March 2, 2016

The committee also corresponded by e-mail to discuss ongoing business.

Migration to new AtoM-based platform

The migration to the new AtoM-based MemoryNS platform begun in 2014 was wrapped up in 2015, with data from some of the larger members (Halifax, Beaton Institute, and Dalhousie) being migrated in spring-summer 2015.

Workshop at 2015 AGM

A training workshop on how to use MemoryNS was given to members at the CNSA Annual General Meeting on May 8, 2015.

Tutorial videos

MemoryNS tutorial videos produced by System Integration & Communication Specialist Zac Howarth were also completed in 2015. They are now available on the [MemoryNS Youtube channel](#) and can also be reached from MemoryNS directly under the “Quick Links” heading.

Policies

Two policies related to MemoryNS, the Name Authority policy and the Support policy, were approved by the Executive in May 2015. There are now policies covering four topics: Descriptions, Name Authorities, Digital Objects, and Support.

Upgrade of AtoM software in MemoryNS

MemoryNS was upgraded to the latest version of the AtoM software, version 2.2, in December 2015. MemoryNS will continue to be upgraded on an ongoing basis as newer versions of the software become available.

Development of AtoM software

In 2015-2016, the CNSA funded enhancements to the AtoM software, particularly to 'CSV export' functions that are aimed at making it easier for members to do bulk updates to their records in MemoryNS, rather than having to update each record manually. These functions are also intended to make it easier to do bulk updates between MemoryNS and ArchivesCanada, the national archival database. By funding these enhancements, the CNSA is contributing to the wider Canadian archival community, many of whose members are also using AtoM, including ArchivesCanada and several other provincial archival councils, as well as Dalhousie, the Beaton Institute, and several other Canadian archival institutions.

The CNSA has also agreed to contribute to a project to fund further development of 'bulk import / export' functions in AtoM. The project is being led by the Canadian Council of Archives (CCA) and has several partners including other archival councils and institutions across Canada. In February, the CCA submitted an application for a federal Documentary Heritage Communities Program (DHCP) grant to fund a large portion of the project costs.

Respectfully submitted,

James McLean, Chair
MemoryNS Committee
May 2016

Preservation Committee Annual Report April 2015 – March 2016

Committee Membership

The Preservation Committee membership comprises:

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

The Preservation Committee did not meet in person but communicated several times by e-mail during the year.

Developing Digitization Agreements

Heather Harkins has been working out of the province but her intention is to complete this document. It will include questions to be asked before formalizing agreements for digitization through commercial companies as well as case studies of projects undertaken by CNSA members.

Purchase of Archival Monitoring Equipment

Additional archival monitoring equipment was purchased this year and can be borrowed through Jamie Serran.

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

The Committee applied for the 2016-2017 CCI Atlantic regional workshop and was successful. The workshop, Environmental Guidelines, will be presented by Stefan Michalski on 5-6 October at Nova Scotia Archives. Course and registration information will be sent out in late August or early September.

CNSA-Education Committee

As the Preservation Committee Co-chair, Rosemary attended CNSA Education Committee meetings throughout the year as an *ex-officio* member.

Respectfully submitted,

Rosemary Barbour and Laurena Fredette
Co-chairs, CNSA-Preservation Committee
April 2016

Awards Committee Annual Report April 2015 – March 2016

On behalf of the awards committee, we are happy to announce that this year's recipient of the **Anna Hamilton Award for Outstanding Voluntary Service to the Nova Scotian Archival Community** is **Joanne McCarthy O'Leary**.

For the past 3 years, Joanne worked at transcribing the microfilm of the *List of Paupers in the Halifax Poor House, 1802-1811*. The handwriting of the original ledger was painstaking to read, the non-European names difficult to decipher and the medical conditions hard to read, let alone spell. Joanne went above and beyond, checking internet sources for unfamiliar surnames and archaic medical terminology. She put in hundreds of hours transcribing and making detailed notes about her process.

The index she created is a valuable tool for genealogists, social historians and those interested in the health and social welfare of Halifax. In Joanne's words: *The Poor House of Halifax Register, which spans from 1802 to 1811, offers a fascinating glimpse into an early Colonial port community struggling with poverty, crime and disease prior to the War of 1812. It also provides a rare glimpse of individuals from Mi'kmaq and African Nova Scotia communities not normally captured in records of this time period.*

Joanne has been a long-time supporter of the archival community, through her work as Local History and Genealogy Librarian with the Halifax Public Libraries, as well as with her past roles with the CNSA, Central Region Heritage Group founder and Genealogical Association of Nova Scotia.

Respectfully submitted,

Lisette Gaudet, Chair
Awards Committee
May 2016

Membership Committee Annual Report April 2015 – March 2016

Over the past year the membership files, including both electronic and physical, were reviewed and updated. Duane Kaiser, Jane Arnold and Jamie Serran worked to develop a current and membership list and coordinated with Lynn Layes and Thea Wilson-Hammond to review payment status of members. This list is now up-to-date and includes 88 members for the 2015-2016 year with an additional 30 new and lapsed members contacted. There were a few mix-ups between paid and lapsed memberships, but those questions have been resolved.

Membership renewals are still coming in and should be tallied over the next month. Final receipts and invoices will be emailed or mailed out to the membership. A new CNSA website is being developed and is intended to include functionality for membership tracking and renewal.

Respectfully submitted,

Jane Arnold
Chair-CNSA Membership Committee

Treasurer's Annual Report April 2015 – March 2016

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

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

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

1) The Council received \$30,000 in additional funding in 2013 to be used strategically for Renewal and Sustainability. The Council has been prudent with the use of these extra dollars, and has extended the expenditure of these funds over four years. In 2015, these extra funds were spent on the remaining portion of the Memory NS project, 12 weeks of a Communication Officer to assist with the joint conference and to help out in the office while the Archives Advisor was on site visits, a contribution to the joint conference expenses, and additional travel and costs associated with the core curriculum and the archives advisor travelling costs. Travel expenses were greater as all core curriculum classes were held outside HRM and at either end of the province. Going forward into 2016 / 2017 we have a remaining amount of \$3,294 which is earmarked for the development of a new Council website.

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

3) Attached is the **Budget for 2016/2017**

This year's budget is as frugal as possible. We are hoping to invest in a new website and to use some additional funds received from CCH to be leveraged against an application to either the province or feds to create Descriptions Archivist position that will assist with adding more content to MemoryNS from under-represented institutions. We will see a small loss in this year, but the CNSA has sufficient funds to cover the short-fall and the Board feels that the time is right to invest in a new, secure website and to continue to further the Memory NS project.

Respectfully submitted,

Thea Wilson-Hammond
CNSA Treasurer