



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2024-2025

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President's Annual Report

April 2024 to March 2025

It is my privilege to present this report on behalf of the Executive Committee of the Council of Nova Scotia Archives (CNSA). The 2024–2025 fiscal year has been a period of meaningful transition, strategic investment, and renewed collaboration across our membership and the broader heritage sector.

The CNSA continues to advance its core mandate—to foster the preservation and accessibility of Nova Scotia's documentary heritage—through education, advisory services, collaborative initiatives, and sector leadership. In all areas of activity, our work this year has reflected the professionalism, adaptability, and dedication of our staff, volunteers, and member institutions.

Organizational Direction and Advocacy

One of the most significant developments since our last AGM was the administrative transfer of the Nova Scotia Archives from the Department of Communities, Culture, Tourism and Heritage (CCTH) to Service Nova Scotia at the start of the current fiscal year. As a result, the CNSA's annual operating grant—historically aligned with CCTH's funding programs for culture and heritage—was moved to Service Nova Scotia by default, as it is administered through the Nova Scotia Archives' budget.

In light of this change, the CNSA Executive has reviewed our government relationships, consulted with members, and is engaged in ongoing discussions with government to ensure that our funding model and governance structure best support our mandate, strategic priorities, and province-wide membership. We remain committed to the CNSA's role as an independent, professional organization that both serves and represents Nova Scotia's archival community.

Membership and Executive Leadership

Our membership continues to demonstrate strong growth and engagement. As of March 31, 2025, CNSA membership stood at 128, comprising 100 institutions and 28 individuals, students, and underemployed members. This represents an increase of over 50% in the last four years, including 34 new member institutions—a remarkable indicator of the trust placed in the CNSA by archival professionals and organizations across the province.

We were pleased to welcome new members to our Executive Committee and extend our gratitude to those concluding their terms. In particular, we recognize Christine Hines for her service as Treasurer over the past three years, and thank Alyssa Gallant for her contributions as Vice President. We are grateful to Michelle Connick and Heidi Schiller for stepping into new roles and continuing to strengthen the leadership of our organization. We also warmly welcomed Devon Fraser as our first Member-at-



Large (Emerging Professional). We appreciate Devon's contributions and insights in this vital role and look forward to her continued leadership in engaging and strengthening connections with archival students and early-career archivists.

Member Services, Education, and Professional Development

The CNSA continues to provide essential services to members through robust education programming, advisory support, and direct engagement. Our Archives Advisor, Sharon Murray, remains the backbone of this work. This year, she responded to over 140 advisory inquiries and conducted 12 site visits across the province, in addition to leading or supporting special projects, workshops, governance activities, and committee initiatives.

In 2024–2025, the CNSA delivered five of our six Core Courses in archival practice, generating over \$12,600 in revenue and supporting 122 total registrations. Nine individuals completed the Archival Certificate Program, with 41 active enrollees working to complete their certificates. Thanks to support from the Nova Scotia Archives, an Advanced Workshop on copyright for archives was delivered in October 2024, attracting over 80 participants in-person and online.

The Education Committee also made substantial progress on a forthcoming workshop series focused on disaster planning, which is expected to launch in the coming year. The CNSA awarded two Professional Development & Training Bursaries this year, further supporting our members' ongoing growth and learning.

Special Projects and Strategic Initiatives

Two major initiatives defined this year's strategic focus:

Disaster Preparedness Project (Phase II)

With generous support from CCTH and contributions from member institutions, the CNSA delivered hands-on training in emergency salvage of paper-based collections, created a new, substantial Disaster Recovery Kit (the "Aftermath Kit"), and helped lead a feasibility study for a Nova Scotia Heritage Emergency Response Network (NS HERN). The project significantly expanded the CNSA's capacity to support members in times of crisis and the outcomes have now been integrated into regular operations.

Archival Workshops for Mi'kmaq

Following a successful call for proposals, the CNSA entered into a partnership with the Lnuwey Dêbludaqan Wiguom (the Wiguom), part of Dalhousie University's Schulich of Law, to develop and deliver a pilot archival workshop for the Glooscap First Nation. This important initiative is built on respect, collaboration, and cultural responsiveness, and we look forward to its delivery in the coming months.



Together, these projects demonstrate our organization's commitment to equity, sector resilience, and community partnerships. They also reflect thoughtful use of our financial resources, including strategic investments in areas where impact is greatest.

Events, Outreach, and Collaboration

Our 2024 annual conference, *Ready or Not...*, was held in May at the Nova Scotia Archives, attracting 91 attendees, which surpassed pre-pandemic attendance levels. The conference explored themes of disaster preparedness, institutional resilience, and climate adaptation. We are grateful to all presenters and attendees, and to the Advisory Board of the Public Archives and the Nova Scotia Archives for their sponsorship.

Looking ahead, the CNSA will join Libraries, Archives, and Museums Nova Scotia (LAMNS) in co-hosting a sector-wide conference in Halifax, October 2–4, 2025. This collaboration is a reflection of our commitment to cross-sector dialogue and partnership.

Outreach activities this year also included CNSA representation at the four Regional Heritage Group Meetings, the Provincial Heritage Fair, and Dalhousie University student events. Our Member Services Assistant, Heidi Schiller, provided invaluable support in communications, records management, and member engagement.

Financial Outlook

Despite operating at a planned deficit this fiscal year—primarily due to expenditures on special projects—the CNSA maintained a stable financial position and finished the year with a lower-than-anticipated shortfall. Total revenue and expenses are closely aligned with projections, and our reserve fund remains healthy. With continued grant support and prudent financial management, the 2025–2026 budget anticipates a balanced year.

Closing Reflections

The work of the CNSA this year has been characterized by responsiveness, collaboration, and forward-looking leadership. As we continue to navigate changes in government relationships and sector expectations, we remain committed to upholding our values: service to members, stewardship of documentary heritage, and support for a resilient and inclusive archival community.

I extend my deepest thanks to the Executive Committee, to Sharon, Heidi, and Lisa for their exceptional work, and to all of our members for their engagement, trust, and dedication. It is an honour to serve as President of an organization that so clearly reflects the strength and generosity of its community.

Respectfully submitted,
Catherine Fancy
President



Treasurer's Annual Report

April 1, 2024, to March 31, 2025

My responsibilities continue to be made very easy by the CNSA's amazing Archives Advisor, Sharon Murray. Sharon's oversight of day-to-day transactions and preparation of materials for the bookkeeper is always reliable, on time, and detailed. I'd like to note for the proceedings how grateful I am to Sharon for her high standard of work, her collaborative nature, and support, as I learned the CNSA's operations and financial protocols. My sincerest thanks go out to Sharon, the Executive Committee, and our membership for your kindness and support during my tenure.

Danielle Power of RP Accounting and Bookkeeping has been our bookkeeper for a little over a year now, and we have settled into a steady routine with her. Mitch Miller will be doing the Review Engagement of the CNSA's Financial Statements again this year. Mr. Miller is semi-retired now, and so the Review Engagement for FY2024-2025 will be done with the oversight of Strong & Associates.

The [FY 2024-2025 Budget vs Actuals](#) summary, [proposed Budget for FY 2025-2026](#), and [Balance Sheet](#) are appended here for your reference. The following items are worth noting:

- In the 2024-2025 Fiscal Year, the expense for the benefits for the Archives Advisor was higher than projected due to a significant, unexpected increase to the cost of our Blue Cross plan. We have addressed this by joining the Cultural Federations of Nova Scotia's group plan, which should be in place soon.
- In December 2024, we received a generous grant of \$20,000 from Cape Breton University toward our Archival Workshops for Mi'kmaq project. We deferred these funds to the FY 2025-2026, and we will likely defer much of it to the following Fiscal Year for the next phase of the project.
- Despite the deficit we chose to undertake the past two years for the sake of two high-priority projects, we predict having a surplus this year. Indeed, looking at the budget compared to the actuals for FY 2024-2025 shows how tightly the CNSA has kept to our budget projections despite a few curve balls.

As the Balance Sheet shows, the CNSA remains solvent and viable, assuming stable funding sources, and has a healthy reserve fund to underwrite any budget losses.

On a final note, this was my last year of my 3-year term as Treasurer for the CNSA. While I do intend to step back from the role, a replacement has not yet been identified. I will not leave the CNSA without the position being filled, and will continue to serve on an interim basis until a new Treasurer can be found.

Respectfully submitted,
Christine Hines
Treasurer



Membership & Nominations Annual Report

April 2024 to March 2025

Membership

In the 2024-2025 membership year, our membership totaled 128:

Total Institutional Members	47
Total Associate Institutional Members	53
Total Member Institutions	100
Individual Members	12
Student/Underemployed Members	16
Total Individual/Student Members	28
Total CNSA Members	128

In addition, we have memoranda of understanding with three organizations: ACPEI, CANB, and ANSM.

There has been a pattern of significant growth in our membership in the last four years: since the 2020-2021, our membership has grown by 52% including 34 new institutions that have joined the CNSA!

Nominations

A huge thanks to departing Executive Committee members, Christine Hines (Treasurer) and Alyssa Gallant (Vice President), who stepped-down in March because she was over capacity. And thank-you to Krystal Tanner, who has agreed to continue with a new two-year term as Secretary.

The Nominations Committee recommends following people for the three vacant positions on the Executive Committee:

- **Michelle Connick** has been acting **Vice-President** since Alyssa's departure, and we are putting her forward to continue in that role.
- We are proposing that **Heidi Schiller** take on the role of **Communications & Awards Member-at-Large**.
- At the time of this report, the **Treasurer position is currently vacant** for 2025-2028 (3-year term). We will invite nominations from the floor for this important position.

Respectfully Submitted,
Hansel Cook,
Membership & Nominations Member-At-Large



Communications & Awards Annual Report

April 2024 to March 2025

Communications

The Archives Advisor, Sharon Murray, and Member Services Assistant, Heidi Schiller, were responsible for all communications including social media and blog posts.

2024 CNSA Members Awards

- ❖ The **Phyllis R. Blakeley Award** for outstanding accomplishment in archival work was presented to **University of King's College Library and Archives** for their Alexandra Society Fonds Arrangement and Description project.
- ❖ The **Anna Hamilton Award** for outstanding service to the Nova Scotia archival community was presented to **Pauline d'Entremont** of the Musée de Acadiens des Pubnicos and Centre de Recherche Père Clarence d'Entremont.
- ❖ The **Doug Kirby Award** for outstanding achievement in archival preservation was awarded to **Lunenburg County Historical Society** for their project, "Gaining Control of the LCHS Archives".

2024 Dalhousie Student Award

The CNSA Award for a graduating student of the Dalhousie Department of Information Management was presented to Keith MacKnight.

A note about the 2025 CNSA Member Awards

This year, instead of our annual CNSA conference, we are collaborating with Libraries, Archives and Museums Nova Scotia (LAMNS) on a joint conference, which will take place in Halifax from October 2-4, 2025. The 2025 Member Awards will be presented at an awards ceremony during that event.

Respectfully submitted,
Michelle Connick
Communication & Awards Member-at-Large



Provincial Archival Development Program (PADP) 2024 Adjudication Report

A virtual workshop on writing an effective Provincial Archival Development Program application was offered by Patti Bannister on January 30, 2024, with excellent attendance. The Program launched on March 8, 2024, with an application deadline of April 19, 2024.

The independent PADP Adjudication Committee met on May 6, 2024, to review the nine applications that were submitted from Institutional members of the CNSA, totaling \$102,451.22 requested. Committee members were:

- Catherine Fancy, Adjudication Chair, Archives Coordinator, Esther Clark Wright Archives, Acadia University
- Fred Farrell, former Provincial Archivist of New Brunswick and CCA Chair
- Alyssa Gallant, Archives Technician, Beaton Institute Archives, Cape Breton University
- David Mawhinney, University Archivist, Mount Allison University
- Sandra Toze, School of Information Management, Dalhousie University
- Jennifer Vanderburgh, Department of History, Saint Mary's University

The following five projects were recommended for funding from the \$50,000 PADP allotment available for 2024-2025:

Rank	Applicant	Project
1	Beaton Institute Archives, Cape Breton University	Beaton Institute Global Preservation Assessment
2	Dalhousie University Archives	Trenton Works Fonds Processing Project
3	Thomas Raddall Research Centre at Queens County Museum	Thomas Raddall Research Centre Global Preservation Assessment
4	DesBrisay Museum	Unveiling Her Story - Amplifying Women's Voices in the DesBrisay Museum Archives
5	Mahone Bay Founders Society	Processing Backlog

The Provincial Archival Development Program is essential to assisting archives across the province preserve and provide access to our documentary heritage. The PADP helps our heritage organizations provide valuable services to Nova Scotians, visitors, as well as researchers from around the world through projects they could not otherwise take on. The Council of Nova Scotia Archives and its member institutions are grateful to the Nova Scotia Archives for their ongoing commitment to the work of archives in this province.

Respectfully submitted,
Catherine Fancy
2024 Chair, PADP Adjudication Committee



Archives Advisor's Annual Report

April 2024 to March 2025

Education

Core Courses: Between October 2024 and March 2025, I taught or helped facilitate five of its six Core Courses in archival practice online:

- **Introduction to Archives:** October 7-10, 2024, and weekly in February 2025, taught by Sharon Murray, Archives Advisor,
- **Introduction to Preservation for Archives:** October 28-31, 2024, taught by trained conservator, Kim Maguire, and Sharon Murray, Archives Advisor
- **Learning RAD with MemoryNS:** November 18-21, 2024, taught by Lisa Snider, MemoryNS Support Specialist,
- **Arrangement & Description:** March 11-14, 2025, taught by Sharon Murray, Archives Advisor
- **Access, Reference & Outreach:** March 24-27, 2025, taught by Sharon Murray, Archives Advisor

All five courses were either fully enrolled or near capacity, with a combined total of **122 registrations** and \$12,638 in gross revenue less \$3,483 instructor fees.

Archival Certificate Program: Between April 1, 2024, and March 31, 2024, nine CNSA members successfully completed the Archival Certificate Program this year. Program participation remains robust, with 41 members currently enrolled.

Advanced Workshop – Copyright Basics for Archives: Thanks to a generous grant from the Nova Scotia Archives, on October 23, 2024, we welcomed Jean Dryden to Halifax, who taught a full-day workshop on Copyright Basics for Archives. 25 people attended the workshop in-person and another 60 joined online to learn about, or refresh their knowledge of, Canadian copyright law and the ways it impacts archives.

Advisory & Member Services

Archival Advising: My primary job is to provide direct support and professional guidance to members on archival management and preservation. From April 1, 2024, to March 31, 2025, I responded to **141 email and phone inquiries** – an increase from 121 the previous year. Topics included preservation practices, copyright, digitization, grants, policy development, the CNSA listserv, and the PADP application process. This number excludes the many inquiries related to CNSA courses and the Archival Certificate Program.

PADP grant: Facilitated the PADP grant-writing workshop; assisted five Institutional Members with their applications; acted as secretary during the adjudication process; and helped two members revise their budgets/applications based on feedback from adjudication.



Site visits: Between April 1, 2024, and March 31, 2025, I conducted 12 site visits:

- Kentville Historical Society
- Cole Harbour Heritage Farm Museum
- Guysborough Historical Society
- Société Saint Pierre / Les Trois Pignons
- Celtic Music Interpretive Centre
- Chestico Museum and Archives
- North Highlands Community Museum
- Fultz House Museum
- Saint George's Round Church
- Victoria General Nurses Alumni
- Oak Island Archives
- West Hants Historical Society

Our **Preservation Equipment Loan** program continues to be popular. This past year, I processed 5 returns and 4 new loans of our HOBO data loggers plus two loans of our light and UV metres.

I worked with a representative of the Education Committee to process and administer two **Professional Development & Training Bursaries** to CNSA members.

Executive & Committees

I attended all monthly and special Executive Committee meetings, serving as the administrative assistant—managing Zoom setup, drafting agendas, sending reminders, and reporting on my activities. Outside of meetings, I was in regular contact with President Catherine Fancy and Treasurer Christine Hines regarding time-sensitive matters and ongoing operations. I'm very grateful to work with and for such a dedicated and supportive Executive Committee! Sincere thanks to them all for their leadership and commitment to the CNSA!

As reflected in other reports, this past year our Committees have kept me busy, too!

- Working with the **Education Committee** to devise a workshop series on writing a disaster plan.
- Lead the **Conference Sub-Committee** with organizing and delivering a two-day conference on disaster preparedness. **Big shout-out to Heidi** for taking care of all of the catering and refreshments as well as other important tasks that helped make the conference a success!
- Working with the **Preservation Committee** to create guides and procedures for a soon-to-be new preservation service – 8mm and 16mm film digitization by AFCOOP's AMP Lab.
- With the new **Born Digital Working Group**, we're brainstorming ways to help members develop the skills and know-how to be effective stewards of born-digital collections.



Special Projects

Like in 2023, a substantial amount of my time in 2024 was devoted to **Phase II of our Disaster Preparedness Project** (see that report for full details).

Also this past year, we contracted a wonderful team to develop and deliver a workshop on archives for a Mi'kmaq community in Nova Scotia – see the **Archival Workshop for Mi'kmaq Project Report** for full details. I acted as the administrative assistant to the project's Steering Committee, helped to write and circulate the RFP, evaluate the proposals, and draft the resulting contract with the Wikuom. It is a pleasure working with the team from the Wikuom and assisting their work, as needed (although they've needed very little from me)! This project means a lot to me, personally, and I feel honoured to be witness to its unfolding.

Thanks to ANSM and the Strategic Development Initiative grant they received from CCTH, this past year I helped lead the feasibility study for the development of a **Nova Scotia Heritage Response Network (NS HERN)**, which was conducted by Anita Price. The final report is now complete but next steps are still pending, so stay tuned!

Outreach

Highlights from this past year include:

- Attending regular **Archives Advisors Working Group (AAWG)** meetings, connecting with my fellow Archives Advisors and hearing about the activities of the other provincial and territorial archival councils and associations.
- I met with the team at **ANSM** on a semi-regular basis, most of those meetings related to disaster preparedness or, more recently, the LAMNS conference.
- I attended nearly all of the **Regional Heritage Group Meetings** both in spring and fall.
- Presented the **CNSA Award** at the Dalhousie Department of Information Science Convocation Awards Ceremony on May 22.
- Heidi and I were judges for the **Provincial Heritage Fair** from June 6-7 at SMU.
- Heidi and I attended the **Dalhousie Department of Information Science** new-student orientation on September 6, 2024.
- I serve as one of three Co-Chairs of the Conference Planning Committee for the 2025 **Libraries, Archives, and Museums Nova Scotia (LAMNS)** joint conference, happening this October in Halifax. I also sit on the LAMNS Steering Committee and act as liaison between the two groups.

Professional Development

- I attended the **Association of Canadian Archivists Conference (ACA)** virtually in June and co-presented a session on the CNSA's Disaster Preparedness Project, showcasing its benefits for Nova Scotia's archival community.



- Heidi and I participated in an online workshop, **Strategies for Born Digital Collections**, offered by the Northeast Document Conservation Center.

Administration & Communications

With Heidi on Team-CNSA this past year, she took-on some of my usual administrative and day-to-day responsibilities, so I could focus on special projects. My administrative and communications responsibilities this past year included:

- Day-to-day financial operations, compiling monthly income and expense records for our bookkeeper, and generating financial reports for the Executive
- All course, conference, and workshop registrations
- Membership renewals for our 100 member institutions – sending invoices and receiving and processing payments (Heidi handled all new and renewed Individual & Student memberships this year)
- Along with Heidi, maintaining the members' listserv, adding new members, as needed, and removing those who were lapsed
- Writing grant applications and reports plus managing grant budgets and finances
- Working with the Accountant on our Review Engagement, granting him access to QBO, compiling the documents and information needed, and answering questions, as needed
- Website maintenance plus new posts, pages, etc. as needed
- Occasional social media posts (Heidi did 99% of them this year!)
- Regular announcements and updates on the CNSA members listserv

Records Management: While Heidi carried the brunt of the burden of this project (see her report), I was tasked with creating and implementing a new Records Management Program for the CNSA. Heidi's hard work has afforded us a fresh start, and my hope is that we'll never have such a massive records backlog again!

On a final note, **I want to thank Heidi** for all that she's done for the CNSA – and for me – over the past nearly two years. Having a second set of hands has been so very helpful, but more importantly, Heidi has been a joy to work with! I wish things were different and we have afforded to keep her on, but our loss will be another member's gain, I'm sure!

Respectfully submitted,
Sharon Murray
Archives Advisor



Member Services Assistant Annual Report

April 2024 to March 2025

2024 Spring Conference

- Assisted Communications & Awards Member-at-Large, Michelle Connick, with 2024 CNSA Awards promotion, adjudication, and presentation.
- Promoted the conference on social media, the CNSA website, and listserv.
- Assisted Sharon with purchasing supplies and preparations for Julia Landry's hands-on workshop.
- Arranged and managed all catering and refreshments; helped find and prepare presenters; assisted with conference registration and room set-up; created live videos and social media posts during the event.
- Created a post-conference newsletter, which was sent out to members via the listserv in June.

Communications, and Outreach

- Adjudicated the 2024 Provincial Heritage Fair held at SMU on June 6th and 7th as part of CNSA's commitment within its Strategic Plan to on-going community involvement and outreach.
- Promoted for the Copyright Workshop in October and managed catering and refreshments for the one-day event.
- Shared and posted regularly to social media including posts for pertinent holidays and subjects of interest as well as upcoming courses and workshops.
- Created posts on the CNSA website about upcoming CNSA events and workshops.
- Updated the links within the [Tools for Archivists](#) section of the CNSA website and replaced any outdated resources with new sites.

Records Management

In June 2024, I inventoried and created a spreadsheet of the overflow of items in the back of the office, which included electronics, furniture, computer equipment, and miscellaneous items to help make space for the Disaster Recovery Kit (AKA: The Aftermath Kit). Items were donated to members, where possible, and if not, recycled.

Beginning in July 2024, priority was given to inventorying and management of the 80+ boxes of CNSA records, which occupied the back of the office, their contents spanning from 1986-2017. This task was completed by the end of March 2025 with a



spreadsheet of the list of boxes and records to be donated to Nova Scotia Archives, retained in the CNSA office, or securely destroyed, which the Executive approved.

The opportunity to venture into the history of CNSA from its inception to present day was a valuable experience! Some interesting finds within the records:

- Documents regarding the development of the Cooperative Acquisition Strategy as well as legacy Acquisition Policies of Institutional Members, past and present.
- The background on the creation of the Emergency Supply Depots, including the original loan agreement and detailed list of supplies.
- Endless pages of handwritten notes and letters – a testament to the devotion of past staff and Executives, who laid the foundation for CNSA as it is today!

[CNSA Members Map](#)

- Uploaded mandate statements for all Members and, when possible, photographs were added to each location pin.
- Ensured that all Members' had a digital copy of the Acquisition Policy that we had on file in the CNSA office, many of which were discovered in the boxes at the back. These policies have been scanned and saved to the Shared Drive.

Respectfully submitted,
Heidi Schiller
Member Services Assistant (formerly)



MemoryNS Support Specialist Annual Report

April 2024 to March 2025

This is a summary of the work I have done as MemoryNS Support Specialist from April 1, 2024, to March 31, 2025. I want to thank CNSA members for supporting MemoryNS. I am available to help members and non-members with anything to do with AtoM or MemoryNS. I also teach the CNSA's Core Course, Learning RAD with MemoryNS, which will be offered again this fall, 2025.

MemoryNS Training and Support

In the past year, I have attended all Executive meetings as well as the 2024 Annual Conference and AGM. I again taught Learning RAD with MemoryNS from November 18-21, 2024. I want to thank my students, who showed creativity and passion in the course, and in their final assignments.

I provided the following institutions with support, which included multiple email chains, and some Zoom sessions. The topics of questions focused on descriptions, authority records, digital object space, Place names, updating profiles, etc.

- Colchester Historical Society
- University of King's College (emails and Zoom, multiple)
- Nova Scotia Archives
- Dalhousie University
- Girl Guides of Canada - Nova Scotia Council
- Wallace and Area Museum
- St. Mary's Genealogy Research Centre at Sherbrooke Village
- Annapolis Heritage Society
- Parrsborough Shore Historical Society
- Chestico Museum
- Lake Charlotte Area Heritage Society, Eastern Shore Archives
- (virtual and email)
- Celtic Music Interpretive Centre Society
- Acadia Archives & Special Collections
- DesBrisay Museum (Zoom and emails)
- Mount Saint Vincent University Archives
- St. Francis Xavier University Archives
- Mahone Bay Museum
- Clements Historical Society
- Ottawa House By-the-Sea Museum
- St. Mary's Genealogy Research Centre at Sherbrooke Village

As well, I answered questions from the Nova Scotia Status of Women Office and a member of the public.



MemoryNS Maintenance

I worked with the new Google Analytics set up and overall statistics system, provided information to the New Brunswick CANB Archives Advisor and AtoM information for the PEI Archives and Records Office, attended some of the Archives Advisor Working Group meetings, completed my Annual Report, added 25 Places for a member in MemoryNS.

I had a few email exchanges with Artefactual to fix complex, or simple issues, including slug URL issues, finding aid issues, a problem with the Google Analytics tag, user permission questions, system slowness and a temporary unavailability of MemoryNS to users. As well, we upgraded to AtoM 2.8.1, in March 2024.

MemoryNS Committee

This past year saw the first meeting of the MemoryNS Committee, after it was set up. The first meeting was June 7th, 2024, and emails have been sent to the group about MemoryNS. Another meeting is scheduled soon in 2025.

I would like to thank our Chair, Alina Ruiz from Mount Saint Vincent University, Sharon the Archives Advisor, and members of the Committee for their passion and commitment to helping CNSA make MemoryNS even better!

The Committee consists of these members:

- Alina Ruiz, Mount Saint Vincent University
- Ciaran Purdome, Acadia University
- Devon Fraser, St. Francis Xavier University
- Aaron Joudrey, Dalhousie University Student (now grad)
- Lara Morrison, Dalhousie University Archives
- Sharon Murray, CNSA Archives Advisor (ex officio)
- Lisa Snider, CNSA MemoryNS Support Specialist (ex officio)

Respectfully submitted,

Lisa Snider

MemoryNS Support Specialist



Education Committee Annual Report

April 2024 to March 2025

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.

2024-2025 Committee Members

- Lyne Allain, Municipality of Inverness, Culture & Heritage Development Coordinator
- Sarah Atkinson, Acadia University Archives
- Elena Cremonese, Halifax Municipal Archives
- Alyssa Gallant, Beaton Institute Archives (until March 2025)
- Catherine Irving, Coady Institute
- Gabriel Jones, Consulting Director, Musée des Acadiens
- Elizabeth Jordan, St. Mary's Genealogy Research Centre at Sherbrooke Village
- Karien Kierstead, Association on Nova Scotia Museums
- Heidi Schiller, ex-officio, Council of Nova Scotia Archives
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

Committee Meetings

Between December 2024 and May 2025, the Education Committee met four times via Zoom. The Committee's focus this year has been to devise a workshop series that will help members write/revise a Disaster Plan for their institution. This project is ongoing but is coming together nicely, thanks to the knowledge, dedication, and efforts of the Committee as well as teaching and learning resources provided by the Canadian Conservation Institute (CCI) and other reputable organizations.

In partnership with ANSM, we hope/plan to offer this workshop series online this coming fall. Stay tuned on the CNSA members' listserv and the Beacon for further details once they're available!

Professional Development & Training Bursary

In the 2024-2025 fiscal year, we issued two disbursements of the CNSA Professional Development & Training Bursary to applicants Sandi Stewart (Student Member) and Ciaran Purdome (Acadia University Archives) for a total of \$1000.

Respectfully submitted,

Elizabeth Jordan

On behalf of the Education Committee



Conference Sub-Committee Annual Report

Spring 2024

The 2024 CNSA conference, [Ready or Not...](#), was held from May 16-17, 2025, at the Akins Room of the Nova Scotia Archives. The theme was disaster preparedness with presentations by those who have weathered disasters or with advice and tips for protecting heritage collections and sites in case of disaster.

Committee Members

- Ayla-Monic Fox, Nova Scotia Archives
- Emma Bronsema, Canadian Museum of Immigration at Pier 21
- Mikylah Gillis, Nova Scotia Archives
- Elizabeth Jordan, St. Mary's Genealogy Research Centre at Sherbrooke Village
- Andrea Davis, Black Loyalist Heritage Centre
- Heidi Schiller, ex-officio, Council of Nova Scotia Archives
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

Conference Attendance and Proceedings

In total, 91 people registered to attend the conference – 69 in-person and 22 online via Zoom. The in-person attendance surpassed typical pre-pandemic registration numbers for CNSA conferences, which is a great sign!

Day 1 of the conference included the 2024 CNSA Annual General Meeting plus a hands-on workshop taught by Conservator, Julia Landry, on salvage techniques for paper-based collections – read more in the [Disaster Preparedness Project Report](#).

On Day 2, [10 presenters](#) spoke about their experiences with crises or disasters within their institutions, safeguarding digital media, climate control in storage areas, protecting heritage structures, and preventing and addressing pest or mould infestations. We also welcomed two climate-change specialists from the Ecology Action Centre and ClimAtlantic to talk about what to expect and how to prepare for what's to come.

Conference Revenue, Sponsorship, and Expenses

The total revenue from registration fees was \$7735. We also received \$1000 in sponsorships from two generous donors: the Advisory Board of the Public Archives of Nova Scotia and the Nova Scotia Archives.

The cost of catering and refreshments totalled \$2290. Conference (i.e. CNSA) swag cost \$1458, and we spent \$992 on honoraria and gifts for presenters. Travel and accommodations for the Executive and CNSA members totalled \$1,858.



All together, conference revenue (\$8735) less expense (\$6598) yielded \$2136.66 net revenue for the CNSA.

A note about the 2025 Conference

In 2025, the CNSA is teaming-up with our friends and colleagues from the library and museum sectors to host a joint conference under the [Libraries, Archives, and Museums \(LAMNS\)](#) umbrella. The conference will be held in-person in Halifax from October 2-4, 2025, at Halifax Central Library, the Museum of Natural History, and Nova Scotia Archives. Stay tuned for details in the coming weeks and months!

Respectfully submitted,
Sharon Murray, Archives Advisor
On behalf of the Conference Sub-Committee



Preservation Committee Annual Report

December 2024 to May 2025

The Preservation Committee plans and oversees preservation activities, services, and resources for the CNSA based on the principles of preservation management. They also monitor current preservation issues and develop or recommend new CNSA services or initiatives accordingly.

2024-2025 Committee Members

- Rosemary Barbour, Nova Scotia Archives
- Ayla-Monic Fox, Nova Scotia Archives
- Elizabeth Jordan, St. Mary's Genealogy Research Centre at Sherbrooke Village
- Katie Kripp, Queens County Museum & Thomas Raddall Research Centre
- Heidi Schiller, ex-officio, Council of Nova Scotia Archives
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

Committee Meetings

Due to scheduling conflicts and one of the members going on leave, the Preservation Committee met only once this past year. However, in that meeting and email follow-ups, we made good progress developing guides and procedures for members to access a new preservation service: free 8mm and 16mm film digitization by the Atlantic Media Preservation (AMP) Lab. This new service is the result of a partnership between the Nova Scotia Archives and the Atlantic Filmmakers Cooperative (AFCOOP), with the lab situated in the basement of the Nova Scotia Archives. As part of their agreement, the Provincial Archivist, Patti Bannister, advocated for CNSA members to have free access to this important and rare service in Nova Scotia (thank you Patti!).

We hope to reveal the final guides and intake forms for accessing this service later this year!

Respectfully submitted,

Ayla-Monic Fox

On behalf of the Preservation Committee



Born Digital Working Group (ad hoc) Report

December 2024 to May 2025

The Born Digital Working Group (BDWG) was established on December 2, 2024, to foster knowledge-sharing and mutual support among members who are caring for, and providing access to, born digital archival records. The group shares resources, tools, and practices on digital preservation and digital file management to assist their work and that of other members working with born digital collections.

2023-2024 Working Group Members

- Renée Belliveau, Halifax Municipal Archives
- Ayla-Monic Fox, Nova Scotia Archives
- Alyssa Gallant, Beaton Institute Archives (until March 2025)
- Alyssa Giles, Association of Nova Scotia Museum
- Phil Laugher, Dalhousie University Archives
- Sarah Little, Canadian Museum of Immigration at Pier 21
- Emma Morissette, Canadian Museum of Immigration at Pier 21
- Emily Plemel, PAL Aerospace
- Ciaran Purdome, Acadia University Archives
- Mark Tambal, Cape Breton University
- Melanie Secco, Sisters of Saint Martha Archives
- Heather Walker, Canadian Museum of Immigration at Pier 21
- Heidi Schiller, ex-officio, Council of Nova Scotia Archives (until March 31, 2024)
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

Group Meetings

Since December 2024, the BDWG has met four times. From these meetings, we've compiled a list of online, digital-preservation tools and resources, and we've brainstormed ideas for helping build members' knowledge and capacity for digital preservation. Our meetings have also included a roundtable, each person sharing what they've been working on regarding born-digital collections.

Goals for the Coming Year

Beginning in September, the BDWG intends to create and circulate a survey for members to assess their capacity for digital preservation and digital collections management. From the survey results, we hope to develop and make available targeted resources for members on digital preservation. We also plan to make recommendations to the CNSA for future education and initiatives that will help members be effective stewards of born-digital records and materials.

Respectfully submitted

Renée Belliveau

On behalf of the Born Digital Working Group



Disaster Preparedness Project Report

April 2024 to November 2025

Working Group Members

- Rosemary Barbour, Nova Scotia Archives
- Cindy Bergeron, Dalhousie University
- Joanne Boudreau, Fultz House Museum
- Ayla-Monic Fox, Nova Scotia Archives
- Joanne Hunt, Colchester Historeum
- Elizabeth Jordan, Saint Mary's Genealogy Research Centre
- Sarah Little, Canadian Museum of Immigration at Pier 21
- Pauline MacLean, Highland Village Museum
- Anita Price, independent consultant
- Wendy Robichaud, Esther Clark Wright Archives, Acadia University
- Alina Ruiz, Mount Saint Vincent University Archives
- Jasmine MacNeil, Nova Scotia Archives
- Sharon Murray, ex officio, Council of Nova Scotia Archives
- Heidi Schiller, ex officio, Council of Nova Scotia Archives

Project Phase II – Objectives and Outcomes

In Phase I, the Disaster Preparedness Working Group (DPWG) identified the need for member training in emergency salvage. Phase II focused on delivering that training and providing support for members impacted by disasters.

At our spring conference, [*Ready or Not...*](#), we held a [hands-on workshop](#) for 20 members, led by paper conservator Julia Landry. Participants practiced recovery techniques for wet and fragile archival materials using tools and protective gear. The workshop was a major success, underscoring the need for continued training.

Sharon was one of 40 people across the country chosen to attend CCI's [Emergency Salvage of Heritage Collections](#) workshop in Ottawa. At this workshop, she gained skills to lead future training and assist members during emergencies. The training also helped inform the contents of CNSA's new [Disaster Recovery Kit for Archival and Heritage Collections \(a.k.a. the Aftermath Kit\)](#) – a comprehensive kit with high-volume and specialty supplies for collections' evacuation, salvage, and recovery, which are the most critical and time-sensitive tasks in the aftermath of a disaster. Big thanks goes to Carolyn Smith, a practicum student from Dalhousie's Information Management program, who helped Sharon find appropriate and affordable supplies for the Kit and drafted the loan agreement, which the DPWG finalized and approved. Member institutions can now borrow the Kit...although we all hope none ever need it!



Total Project Costs

This project was made possible by generous funding from the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH). The total cost of the project was \$71,726.90, funded through a combination of sources: \$45,000 from CCTH, \$18,256.42 from the CNSA over two fiscal years, and \$8,470.48 was contributed by CNSA members toward the cost of their disaster kits..

Feasibility Study for NS HERN

Thanks to ANSM and the Strategic Development Initiative grant they received from CCTH, this past year the CNSA partnered on a feasibility study for the development of a Nova Scotia Heritage Response Network (NS HERN). ANSM hired Anita Price to conduct the study, who was a members of the DPWG, and Sharon Murray helped lead the study's Steering Committee, which included and Rosemary Barbour from Nova Scotia Archives – another DPWG member. The final report is now complete but next steps are still pending, so stay tuned for more information as it becomes available

That's a wrap...for now!

While both Phases I and II of the Disaster Preparedness Project took significantly more time and resources than anticipated, the benefits for our members are immeasurable. Disaster preparedness and recovery services are now part of the CNSA's operations, and unlike our previous Emergency Supply Depots, we have a sustainability plan in place.

This isn't the end of the CNSA's efforts to help meet this growing area of need for the heritage sector – see the [Education Committee's annual report](#) for what's coming up next, which we hope will be just the beginning of ongoing training for members to help them be better disaster prepared!

Respectfully submitted,
Sharon Murray, Archives Advisor
On behalf of the DPWG



Archival Workshop for Mi'kmaq Project Report

April 2024 to November 2025

Project Objectives

In 2023, the CNSA received a generous grant from the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH) to support the development and delivery of workshops on archives for Mi'kmaq.

After unsuccessful attempts to find a Mi'kmaw partner for the project, the Executive created a project Steering Committee to develop and issue a [Request for Proposals](#) for the development and delivery of a pilot workshop on archives for a Mi'kmaw community in the province.

Steering Committee Members

- Jane Arnold, Beaton Institute Archives
- Hansel Cook, Saint Mary's University Archives
- Patti Bannister, Nova Scotia Archives
- Sharon Murray, Council of Nova Scotia Archives (ex-officio)

Project Progress

In response to the RFP, the Steering Committee received proposals from two groups, one of which was successful – the Lnuwey Dêbludaqan Wiguom (also known as the Wiguom) from Dalhousie University's Schulich of Law.

The Wiguom team is led by two recent graduates of Dalhousie University's Master of Information program, one of whom is from Glooscap First Nation. The team also includes advisors from the Wiguom and the Faculty of Information Science. Using CNSA course materials as a starting point, the team will develop and deliver a pilot workshop on archives for Glooscap in 2025.

In a recent email from the team, they reported that following meetings and consultation sessions, there is quite a bit of enthusiasm from the Glooscap Chief & Council for developing an archive!

Looking Forward

In December 2024, we received a generous grant of \$20,000 from Cape Breton University to continue this project beyond the pilot stage. We look forward to seeing how this important and meaningful project unfolds!

Respectfully submitted,

Jane Arnold

On behalf of the Project Steering Committee



Appendix A: Fiscal Year 2024-2025 Budget vs. Actuals

Generated Revenue	Budget	Actual	Administrative Expense	Budget	Actual
Membership Fees	11,000	10,173	Gifts, Donations, Honoraria	200	199
Core Course Revenue	13,000	12,638	Memberships & Licensing	800	1,019
Advanced Workshop Revenue	2,000	2,521	Communications Platforms	650	1,258
Conference Revenue	7,000	7,735	Bank and Credit Card fees	700	775
Disaster Kit Contributions	50	43	Office & Postage Expenses	300	99
Interest	2,000	1,967	Bookkeeping & QBO	5,000	4,121
Total Generated Revenue	35,050	35,077	Accounting fees (year-end review)	4,000	2,473
			Total Administrative Expense	11,650	9,942
Grant Funding & Sponsorships			Governance & Committee Expense		
Anchor Grant	75,000	75,000	Executive Committee	1,800	1,028
NSA: Adv. Workshop	4,500	4,500	Community Consultation Fees	1,000	-
Deferred CCTH funds	23,874	23,874	MemoryNS Committee	-	-
Conference Sponsorships	1,000	1,000	Education Committee	-	-
CBU project funds (deferred)	-	[20,000]	Preservation Committee	-	-
Total Grants & Sponsorships	104,374	104,374	Awards Committee	620	822
			Total Governance & Committee Expense	3,420	1,850
TOTAL REVENUE	139,424	139,451	Member Services & Programs		
			Core Course Delivery Expenses	3,600	3,483
			Advanced Workshop Expenses	4,500	4,140
			Conference Expenses	6,000	6,598
			Professional Dev. & Travel Bursaries	1,500	1,000
			MemoryNS Hosting Fees	2,700	2,752
			Archives Advisor salary & benefits	67,731	69,781
			Archives Advisor travel & PD	3,000	2,415
			Memory Nova Scotia Support Specialist	12,900	12,838
			Member Services Assistant	30,955	28,983



Total Member Services & Programs	132,886	131,989
Special Projects		
Disaster Preparedness Project	10,000	9,631
Archival Workshop for Mi'kmaq	23,669	14,243
Total Special Projects	33,669	23,874
TOTAL EXPENSE	181,625	167,656
NET REVENUE	(42,201)	(28,205)

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Appendix B: Fiscal Year 2025-2026 Budget Summary

Generated Revenue

Membership Fees	11,000
Core Course Registrations	12,200
Advanced Workshop Registrations	1,000
Conference Revenue	6,000
Interest	2,000
Total Generated Revenue	32,200

Grant Funding & Sponsorships

Anchor Grant	75,000
NSA: Special Project Grant	4,500
Deferred CCTH grant funds	9,825
Conference Sponsorships	-
CBU Mi'kmaq project funds	20,000
Total Grants & Sponsorships	109,325

TOTAL REVENUE

141,525

Administrative Expense

Gifts, Donations, Honoraria	100
Memberships & Licensing	900
Communications Platforms	800
Bank and Credit Card fees	750
Office & Postage Expenses	100
Bookkeeping & QBO	4,140
Accounting fees (year-end review)	3,000
Total Administrative Expense	9,790

Governance & Committee Expense

Executive Committee	1,300
Awards Committee	800
MemoryNS Committee	-
Education Committee	-
Preservation Committee	-

Total Governance & Committee Expense

2,100

Member Services & Programs

Core Course Delivery Expenses	1,690
Advanced Workshop Expenses	2,000
Conference Expenses	2,000
Prof. Development Bursaries for members	1,500
MemoryNS Hosting Fees	2,752
Archives Advisor salary & benefits	68,006
Archives Advisor travel & PD	3,000
Memory Nova Scotia Support Specialist	12,900
Member Services Assistant	-
Total Member Services & Programs	93,848

Special Projects

Archival Workshop for Mi'kmaq	15,757
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TOTAL EXPENSE

121,495

NET REVENUE

20,030

Deferred to FY 2026-2027

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Appendix C: Balance Sheet

As of May 31, 2025

Assets	Total
Current Assets	
Cash and Cash Equivalent	
Credit Union Chequing	20,486.79
Credit Union Savings Acct.	80,618.89
Due from PayPal	392.69
Petty Cash	36.85
Payment (Conversion)	0.00
Total Cash and Cash Equivalent	\$ 101,535.22
Accounts Receivable (A/R)	
Accounts Receivable	1,024.50
Total Accounts Receivable (A/R)	\$ 1,024.50
Accrued Receivables	274.30
Credit Union Term deposit (3 yrs)	8,350.77
Credit Union Term Deposit (5 yrs)	10,000.00
CUA Equity Shares	5.00
Due from Woo Commerce	-47.75
Holdbacks Receivable	0.00
HST Receivable (1/2 HST)	7,826.05
Prepaid Expenses	0.00
Total Current Assets	\$ 128,968.09
Non-Current Assets	
Property and Equipment	
Books	6,380.00
Books - Accum. Deprec.	-6,380.00
Computer Hardware	46,889.16
Computer Hardware - Accum. Deprec.	-44,501.02
Computer Software	1,456.13
Computer Software - Accum. Deprec.	-1,371.13
Equipment	23,221.05
Equipment - Accum. Deprec.	-22,811.11
Total Property and Equipment	\$ 2,883.08
Total Non-Current Assets	\$ 2,883.08
Total Assets	\$ 131,851.17



Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	1,186.93
Total Accounts Payable (A/P)	\$ 1,186.93
Credit Card	
Collabria Visa ***4221	1,160.88
Total Credit Card	\$ 1,160.88
Accrued Liabilities	0.00
Blue Cross	-2,467.87
CPP Payable	2,105.28
Deferred Revenue	72,568.61
Direct Deposit Payable	0.00
E.I. Payable	755.10
GST/HST Payable	0.00
Income Tax Payable	3,184.32
Payroll Liabilities	0.00
Federal Taxes	-7,274.74
Vacation Pay	66.95
Total Payroll Liabilities	-\$ 7,207.79
Unearned Revenue	0.00
Vacation Payable	0.00
WCB Payable	0.00
Total Current Liabilities	\$ 71,285.46
Total Liabilities	\$ 71,285.46
Equity	
Retained Earnings	38,869.11
Profit for the year	21,696.60
Total Equity	\$ 60,565.71
Total Liabilities and Equity	\$ 131,851.17
Saturday, May 31, 2025 10:30:17 a.m. GMT-7 - Accrual Basis	

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