



COUNCIL OF NOVA SCOTIA ARCHIVES

2025 Annual General Meeting

June 16, 2025, 11:30 a.m. | Zoom

1. Call to Order

Catherine Fancy, President, called the meeting to order at 11:34 a.m. and welcomed members to the 2025 Annual General Meeting of the Council of Nova Scotia Archives (CNSA). Sharon Murray provided technical instructions for participation and voting during the virtual meeting.

2. Approval of the Agenda

Pauline MacLean (Highland Village) requested that discussion of the administrative transfer of the Nova Scotia Archives to Service Nova Scotia, and its implications for the CNSA, be added to the agenda.

Motion: Catherine Fancy moved to approve the agenda as revised.

Seconded: Devon Fraser (Saint Francis Xavier University Archives).

Carried: 31 in favour; 0 opposed; 4 abstentions.

3. Approval of the 2024 AGM Minutes

No changes or additions were proposed to the minutes of the 2024 Annual General Meeting.

Motion: Catherine Fancy moved to approve the 2024 AGM minutes as submitted.

Seconded: Hansel Cook (Saint Mary's University Archives).

Carried: 33 in favour; 0 opposed; 4 abstentions.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Presentation of Reports

a. President's Report, including Committee and Staff Reports

Catherine Fancy presented the President's Report, which summarized the work of the CNSA Executive, committees, and staff during the 2024–2025 year.



- Membership continued to grow, with members engaging meaningfully in CNSA programs and activities.
- Catherine thanked departing Executive members Christine Hines and Alyssa Gallant for their service.
- Archives advising remained active, with more than 140 advisory requests, 12 site visits, and 122 registrations across five of the six core archival courses.
- One of the most significant developments impacting the CNSA this year was the administrative transfer of the Nova Scotia Archives from the Department of Communities, Culture, Tourism and Heritage (CCTH) to the Department of Service Nova Scotia at the start of this fiscal year. By default, the CNSA's Anchor Grant and PADP are now under the purview of Service Nova Scotia. The Executive is in active discussions with CCTH, and has requested that the Anchor Grant be retained by CCTH. No change was requested to the administration of PADP.
- The 2024 conference, *Ready or Not*, focused on disaster preparedness. The CNSA will also co-host a sector-wide conference in Halifax in October 2025 under the LAMNS umbrella.
- Phase 2 of the Disaster Preparedness Project included hands-on salvage training, development of the Aftermath Kit, and a feasibility study for a Heritage Emergency Response Network (HERN) for Nova Scotia.
- The pilot Archival Workshop for Mi'kmaq with Glooscap First Nation is in development and expected to be delivered in the near future.
- The Council ended the year in a strong financial position, with a healthy reserve fund and a balanced budget for 2025–2026.

Catherine extended thanks to the Executive, CNSA staff, and CNSA members for their work and support throughout the year.

b. Discussion: Nova Scotia Archives Transfer to Service Nova Scotia and Implications for the CNSA

At the request of the membership, the meeting included discussion of the administrative transfer of the Nova Scotia Archives to Service Nova Scotia and the related question of CNSA's funding administration. Members discussed the implications of the CNSA's proposed change to the administration of its Anchor Grant, and the Executive responded to questions about governance procedures, the decision-making process, and member communications.



It was agreed that a special meeting would be held to discuss the matter further, with an information package to be circulated in advance.

c. Vice President's Report: 2024 PADP Adjudication

Catherine Fancy, Past Vice President, reported on the 2024 Provincial Archival Development Program (PADP) adjudication process. A virtual PADP training session was held on January 30, 2024, led by Patti Bannister, with strong attendance. Applications requested a total of approximately \$102,000 in funding.

The following five projects received funding:

- Beaton Institute Archives: Global Preservation Assessment
- Dalhousie University Archives: Trenton Works Fonds Processing Project
- Thomas Raddall Research Centre: Global Preservation Assessment
- DesBrisay Museum: Unveiling Her Story: Amplifying Women's Voices in the DesBrisay Museum Archives
- Mahone Bay Museum: Processing Backlog

d. Treasurer's Report

i. 2024–2025 Financial Review

Christine Hines, Treasurer, presented the 2024–2025 financial review. She noted that the Council had planned to run a deficit in order to support high-priority projects. Revenue was otherwise as anticipated, and operating expenses were generally in line with the budget. The cost of the benefits package for the Archives Advisor was higher than expected due to an increase from Blue Cross; the Executive has addressed this by joining the Cultural Federation Nova Scotia group plan, effective June 2025.

Christine reported that the Council remains solvent and viable, with a healthy reserve fund available to underwrite any budgeted losses if required.

Motion: Christine Hines moved to accept the 2024–2025 financial review prepared by Mitch Miller as presented.

Seconded: Michelle Connick (Member-at-Large, Communications and Awards).

Carried: 30 in favour; 0 opposed; 7 abstentions.

ii. 2025–2026 Budget

Christine Hines presented the 2025–2026 budget. She noted that the CNSA received a generous grant from Cape Breton University in support of the Archival Workshops for



Mi'kmaq initiative, and that these funds had been deferred to the second phase of the project.

Motion: Christine Hines moved to accept the 2025–2026 budget as presented.

Seconded: Devon Fraser (Saint Francis Xavier University Archives).

Carried: 29 in favour; 0 opposed; 7 abstentions.

iii. Appointment of Auditor

Christine Hines reported that Mitch Miller was in the process of retiring.

Motion: Christine Hines moved that Strong and Associates be appointed as the CNSA's auditor for the 2025–2026 fiscal year.

Seconded: Elizabeth Jordan (Saint Mary's Genealogy Research Centre).

Carried: 29 in favour; 0 opposed; 5 abstentions.

e. Acceptance of the 2025 AGM Package of Reports

Motion: Catherine Fancy moved to accept the package of annual reports as submitted.

Seconded: Ken McClean (Canadian Naval Memorial Trust).

Carried: 30 in favour; 0 opposed; 7 abstentions.

6. Amendments to the CNSA Constitution and Bylaws

No amendments were proposed.

7. Nominations and Elections

Catherine Fancy acknowledged Alyssa Gallant's contributions to the CNSA, including her work on committees and projects since 2022 and her service on the Executive during 2023–2024.

Sharon Murray, Archives Advisor, offered remarks recognizing Christine Hines's service as Treasurer over the previous three years. Sharon thanked Christine for her steady work during a period of change and expressed appreciation for her contributions to the Executive.

Hansel Cook, Member-at-Large, Membership and Nominations, presented the Executive vacancies for Vice President, Member-at-Large, Communications and Awards, and Treasurer.



- For Vice President, the committee recommended Michelle Connick. Michelle accepted the nomination.
- For Member-at-Large, Communications and Awards, the committee recommended Heidi Schiller. Heidi accepted the nomination.
- The committee had no nominee for Treasurer. Christine Hines agreed to remain in the role until a suitable replacement could be found, with support from the bookkeeper and Archives Advisor.

Motion: Hansel Cook moved to elect Michelle Connick as Vice President and Heidi Schiller as Member-at-Large, Communications and Awards.

Seconded: Devon Fraser (Member-at-Large, Emerging Professional).

Carried: 30 in favour; 0 opposed; 7 abstentions.

8. Other Business

There was no other business.

9. Adjournment

Catherine Fancy adjourned the 2025 Annual General Meeting at 12:26 p.m.

2025 CNSA AGM Attendees

Name	Member Organization
Catherine Fancy	CNSA President / Acadia University Archives
Christine Hines	CNSA Treasurer / Shearwater Aviation Museum
Krystal Tanner	CNSA Secretary / Wolfville Historical Society
Hansel Cook	CNSA Member at Large / Saint Mary's University Archives
Michelle Connick	CNSA Member at Large / Individual Member
Devon Fraser	CNSA Member at Large / Saint Francis Xavier University Archives
Sharon Murray	CNSA staff
Lisa Snider	CNSA staff
Ciaran Purdome	Acadia University Archives
Susan Pfeiffer	Admiral Digby Museum



Judy Frotten	Argyle Township Courthouse and Archives
Jane Arnold	Beaton Institute Archives
Alyssa Gallant	Beaton Institute Archives
Catherine Arseneau	Cape Breton University
Andrea Davis	Black Loyalist Heritage Society
Kelly Grant	Bridgetown Area Historical Society
Ken McClean	Canadian Naval Memorial Trust
Virginia MacIsaac	Celtic Music Interpretive Centre
Sarah Little	Canadian Museum of Immigration at Pier 21
Sabrina Orr	Canadian Museum of Immigration at Pier 21
Heather Walker	Canadian Museum of Immigration at Pier 21
Creighton Barrett	Dalhousie University Archives
Shannon Baxter	Dartmouth Heritage Museum
Pauline MacLean	Highland Village Museum
Renee Belliveau	Halifax Municipal Archives
Alina Ruiz	MSVU Archives
Paul Armstrong	Nova Scotia Archives
John Macleod	Nova Scotia Archives
Rosemary Barbour	Nova Scotia Archives
Patti Bannister	Nova Scotia Archives
Heidi Schiller	Shearwater Aviation Museum
Mary Flynn	Sisters of Charity Archives
Meaghan Reddy	Sisters of Saint Martha Archives
Florence Kennedy	Sisters of Saint Martha Archives
Elizabeth Jordan	Saint Mary's Genealogy Research Centre
Anna Claire Nickerson	Société historique acadienne de Pubnicos
Monica d'Entremont	Société historique acadienne de Pubnicos
Lisette Aucoin-Bourgeois	Société Saint-Pierre



Kathleen MacKenzie	Saint Francis Xavier University Archives
Heather Adams	University of King's College Archives
Dawn Allen	West Hants Historical Society
Lisette Gaudet	Yarmouth County Museum Museum and Archives
Deanna Ryan-Meister	Individual member
Kima Hazelwood	Student member
Karin Kierstead	Association of Nova Scotia Museums
Alyssa Giles	Association of Nova Scotia Museums
Lyne Allain	Municipality of Inverness County, Culture & Heritage Development