

Steering Committee on Canada's Archives MEETING NOTES

April 12, 2017

1:00 p.m. - 2:30 p.m. (EST)

Teleconference

Members:

Fred Farrell, Council of Provincial and Territorial Archivists (Chair)

John Roberts, Council of Provincial and Territorial Archivists

Carol Couture, Association des archivistes du Québec

Luciana Duranti, Association of Canadian Archivists

Jim Suderman, Association of Canadian Archivists

Lara Wilson, Canadian Council of Archives

Christina Nichols, Canadian Council of Archives

Normand Charbonneau, Library and Archives Canada

Members at Large:

Kim Lawson, University of British-Columbia

Martine Cardin, Université Laval

Taskforce Leads:

Patricia Forget, Université du Québec en Outaouais (Archival Workforce)

Kathryn Harvey, University of Guelph Library (Archival Workforce)

Jacinthe Duval, Bibliothèque et Archives nationales du Québec (Awareness Strategy)

Heather Gordon, City of Vancouver (Awareness Strategy)

Erica Hernandez-Read, University of Northern British Columbia (Response to the Report on the Truth and Reconciliation Commission)

Secretariat:

Heather Husby-Wall, Library and Archives Canada

Regrets:

Carole Saulnier, Association des archivistes du Québec

Guy Berthiaume, Library and Archives Canada

1. Administrative follow-ups and approvals from the last meeting

The Chair of the Steering Committee on Canada's Archives (SCCA) called the meeting to order. There were no changes to the agenda.

A) Approval of meeting notes from January 31, 2017

The minutes were approved without changes.

B) Action Items

There were no questions on the outstanding action items.

C) Support for taskforces

Library and Archives Canada (LAC) agreed to provide translation for taskforce documents up to a maximum of 10,000 words per taskforce per fiscal year. Taskforces may reallocate the words allowed amongst themselves (e.g. if one taskforce is running short towards the end of the year, they can ask to borrow from another taskforce). Verification and editing of translated documents will be the responsibility of taskforce members, with assistance from Canadian Council of Archives (CCA). All taskforce documents to be translated should be submitted via the SCCA Secretariat.

John Roberts indicated that the Government of Ontario may be able to provide overflow translation for taskforce documents if a taskforce has exceeded its 10,000-word maximum.

The Association des archivistes du Québec (AAQ) confirmed that it has begun to provide support to the Taskforce on the Archival Workforce.

2. Taskforce Updates

A) Awareness Strategy Taskforce

Members provided comments on an early draft of the taskforce's project charter. A completed charter will be presented for final approval at the next SCCA meeting.

ACTION: Awareness Strategy Taskforce to present a completed project charter for final approval at the SCCA meeting in June 2017.

B) Taskforce on the Archival Workforce

Members provided comments on the taskforce's proposed approach and an early draft of the taskforce's project charter. A completed charter will be presented for final approval at the next SCCA meeting.

This taskforce has created two sub-groups to focus on the English and French archival communities. The taskforce leads will ensure there is coordination between the sub-groups to avoid duplication of work.

It was noted that the School of Library, Archival and Information Studies at the University of British Columbia has recently completed a series of surveys and focus groups in order to understand the competences, knowledge and skills needed by the archival workforce in the variety of positions along the records

life-cycle where archival graduates find employment. The final report, which will be published shortly, may be of interest to the taskforce and the project Chair (Professor Victoria Lemieux) is a member of the taskforce.

ACTION: Taskforce on the Archival Workforce to present a completed project charter for final approval at the SCCA meeting in June 2017.

C) Response to the Report of the Truth and Reconciliation Commission Taskforce

The taskforce lead noted the departure of two taskforce members: Ian Moir (NWT Archives) and Melanie Delva (Anglican Diocese of New Westminster). The taskforce is currently conducting outreach to engage with Indigenous partners and will seek to ensure representation from the north.

It was agreed to change the taskforce name from “Response to the Report on the Truth and Reconciliation Commission Taskforce” to “Response to the Report of the Truth and Reconciliation Commission Taskforce”.

Members provided comments on the taskforce’s draft survey on Reconciliation Actions and Values.

Members agreed to a proposal to extend the taskforce timeline by 6 months to March 2019. Members emphasized the importance of transparency and providing frequent progress reports to the archival community on the work of the taskforce.

ACTION: Members to provide any additional feedback on the draft survey to Erica Hernández-Read.

3. Website Update

The SCCA Secretariat provided an update on the SCCA website. Thanks were extended to the Archives of Ontario for its continued assistance in the development of the site.

The structure of the website has been created in accordance with the site plan previously approved by SCCA. It was agreed that the website should include biographies and photos of the SCCA members.

A more complete site in French and English will be presented to members for approval in June 2017, with both versions expected to be launched simultaneously in summer 2017.

ACTION: The SCCA Secretariat to work with taskforce leads to create consistent content for taskforce pages on the website.

ACTION: Members to provide any additional comments on the website structure to the Secretariat by April 28, 2017.

4. Generic PowerPoint Presentation

In spring 2016, a generic presentation was created for members to use at their various conferences and events to give an overview of SCCA. A draft revised presentation that includes updates since spring 2016 was presented. Several small changes were requested by members.

ACTION: CCA and John Roberts to provide an update to the Secretariat regarding “Other Efforts in Progress” (slide 8).

ACTION: The SCCA Secretariat to update the presentation as per comments received and make it available for the use of SCCA members.

5. Round Table

CCA will be offering a workshop with Artefactual Systems on Archivemata software in Ottawa in June 2017 and will provide updates on the Archives Canada Digital Preservation Service towards the end of April.

AAQ is working intensively on preparing for its annual congress, which will focus on celebrating its 50th anniversary. It is also working on the gradual development of its website.

AAQ is participating at the discussion table concerning the creation of a *Fédération francophone des milieux documentaires et archivistiques* (FMDA) that will unite the *Association pour l’avancement des sciences et des techniques de la documentation* (ASTED), the *Corporation des bibliothécaires professionnels du Québec* (CBPQ) and the *Association professionnelle des techniciennes et techniciens en documentation du Québec* (APTDQ), among other organizations.

Digital copies of AAQ’s magazine *Archives* is now available online at <https://www.erudit.org/fr/revues/archives/>. Paper copies will be continue to be available for a time but at a reduced number.

Congratulations were extended to Carol Couture for his upcoming retirement. A replacement representative for AAQ is to be confirmed.

6. Next Meeting

It was confirmed that the next meeting will be held on June 6, 2017, in Ottawa, Ontario.