

Steering Committee on Canada's Archives

MEETING NOTES

January 31, 2017

10:30 a.m. to 12:00 p.m. (ET)

Teleconference

Members:

Lara Wilson, Canadian Council of Archives (Chair)

Christina Nichols, Canadian Council of Archives

Luciana Duranti, Association of Canadian Archivists

Jim Suderman, Association of Canadian Archivists

Carol Couture, Association des archivistes du Québec

Anne Dumont (attending on behalf of Carole Saulnier), Association des archivistes du Québec

John Roberts, Council of Provincial and Territorial Archivists

Fred Farrell, Council of Provincial and Territorial Archivists

Guy Berthiaume, Library and Archives Canada

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)

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

Observer:

Francesco Manganiello, Library and Archives Canada

Regrets:

Carole Saulnier, Association des archivistes du Québec

Kathryn Harvey, University of Guelph Library (Archival Workforce)

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 and noted that the Association of Canadian Archivists (ACA) was now represented by Luciana Duranti and Jim Suderman, replacing Kathryn Harvey and Duncan Grant. Thanks were expressed to Ms. Harvey and Mr. Grant for their work on the SCCA, and it was noted that Ms. Harvey would continue to serve as co-lead of the Taskforce on the Archival Workforce.

There were no changes to the agenda.

A) Approval of October 12 meeting notes

The minutes were approved without changes.

ACTION: Secretariat to share final meeting minutes with members.

B) Action Items

The Chair briefly walked the members through the outstanding action items.

C) Library and Archives Canada (LAC) Support

Guy Berthiaume (LAC) clarified that the role of the Secretariat was to provide support to the Steering Committee and the Chair, and not ongoing support to the taskforces. He suggested that other SCCA organizations could provide support to the taskforces and as a result, members agreed to the following:

- The Canadian Council of Archives (CCA) agreed to provide support to the Response to the Report on the Truth and Reconciliation Commission Taskforce.
- The Association des archivistes du Québec (AAQ) agreed to work with the Taskforce on the Archival Workforce but confirmed that they would need to discuss with the taskforce leads about what that support entails.
- ACA agreed to provide a teleconference line to the Awareness Strategy Taskforce, but could not confirm further assistance at the time.

It was noted that these organizations would not pay for travel of taskforce members.

ACTION: CCA, AAQ and ACA to follow up with the leads of their respective taskforce to confirm the level of support to be provided.

It was confirmed that taskforces should use their bilingual members for translation wherever possible and it was agreed that all official documents should be translated. Concerns were raised about the quality of non-professional translations. LAC and the Government of Ontario agreed to explore whether it would be possible to provide support for some taskforce document translation. CCA indicated that it could provide assistance with editing/quality control of translated documents.

ACTION: Guy Berthiaume (LAC) and John Roberts (CPTA) to explore the possibility of supporting some translation requirements.

2. Taskforce Updates

A) Awareness Strategy Taskforce

Taskforce co-leads, Jacinthe Duval and Heather Gordon, presented the list of taskforce members. The first meeting of the taskforce will take place on February 6, 2017, to determine priorities and begin work on a project charter.

B) Taskforce on the Archival Workforce

Patricia Forget presented the list of taskforce members. The taskforce will hold its first meeting shortly (date to be determined) to determine priorities and begin work on a project charter.

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

The taskforce lead, Erica Hernandez-Read, presented a draft action plan, noting that information on translation of documents would be changed in light of the discussion under agenda item 1C.

The taskforce is currently seeking funding through Social Sciences and Humanities Research Council (SSHRC) and other sources for taskforce member travel for community outreach activities and to undertake a reconciliation dialogue workshop. LAC confirmed that it is currently investigating whether funding would be available through Indigenous and Northern Affairs Canada and Canadian Heritage.

ACTION: LAC to continue to investigate possible funding for the TRC taskforce through INAC and PCH.

The taskforce recently received a request from the Canadian Federation of Library Associations (CFLA) to provide input into a report of its Truth and Reconciliation Committee. Members confirmed that such requests should be forwarded to the Chair and representatives of CCA (which is a voting member of CFLA), with a copy to the Secretariat.

3. Website Update

The Chair provided an update on the SCCA website and thanked the Archives of Ontario for working with the Secretariat on the development of the site. The Secretariat will continue to work with the Archives of Ontario to develop the website. The Secretariat anticipate launching of the website for the June 2017 SCCA meeting.

4. Update from the NPTAC Working Group on Collaborative Acquisitions

At the SCCA meeting in October 2016, an update was presented on the *Statement of Guiding Principles for Identifying 'Best-Fit' Repositories for Private-Sector Archival Records*, which was signed by the members of the National, Provincial and Territorial Archivists Conference (NPTAC). At that meeting, guidance was sought from the SCCA on strategies for distributing the document and for engaging with other members of the Canadian documentary heritage community. At that time, several suggestions were provided and SCCA members decided to revisit the subject at the January 2017 SCCA teleconference.

John Roberts (CPTA) reported that the Canadian Association of Research Libraries (CARL) had agreed to strike a joint NPTAC-CARL working group to expand/enhance the *Statement of Guiding Principles for Identifying 'Best-Fit' Repositories for Private-Sector Archival Records* document for research libraries. Further updates will be provided at future SCCA meetings.

ACTION: CPTA to provide the report for the CARL meeting to the Secretariat for circulation to all members.

5. New SCCA Chair

As per the SCCA mandate, the SCCA Chair is “selected from within the Steering Committee by members” for a term of one year. As Lara Wilson (CCA) assumed the role of Chair in February 2016, the responsibility must now pass to another member. Members thanked Lara Wilson for her service and it was noted that she would continue to participate in SCCA as a regular member representing the CCA. While the SCCA mandate does not specify any particular duties for ex-Chairs, Lara Wilson agreed to assist with the transition to the new Chair.

Carol Couture (AAQ) tentatively accepted the role of Chair on behalf of AAQ, with CCA/Lara Wilson agreeing to provide support to the AAQ Chair, to be confirmed once the AAQ board had been consulted. Fred Farrell (CPTA) offered to become the SCCA Chair if AAQ was unable to do so at this time.¹

6. Round Table

ACA is investigating possible professional twinning opportunities with AAQ, Australia, the United Kingdom and others, to give members access to the privileges of all the organizations. ACA is also revising its Code of Ethics and Professional Conduct and planning to launch a new website.

¹ N.B.: Following the meeting, it was confirmed that Fred Farrell (CPTA) will be Chair from February 2017 to January 2018. ACA and AAQ will be given the opportunity to Chair in February 2018 and February 2019.

AAQ announced that it will celebrate its 50th anniversary in 2017. Several commemorative events will be held throughout the year, such as the publication of approximately 40 member testimonials in a 50th anniversary guestbook; the publication of a timeline of events marking the evolution of AAQ since its founding; launch of a special edition of *Cap-aux-Diamants* magazine (<https://capauxdiamants.org>) in October 2017 dedicated entirely to archives; publication in January 2017 of an article on the history of AAQ in the *Histoire Québec* magazine (<http://www.histoirequebec.qc.ca/accueil.asp>); creation of five video capsules on themes demonstrating the place of AAQ in the archival world; and a colloquium in Trois-Rivières on November 3, 2017, with the theme *Innovation at the heart of the lifecycle* (<http://50ans.archivistes.qc.ca/appele-communications-colloque-50e/>). The 50th anniversary will be celebrated at a banquet to be held at the 46th AAQ annual meeting in Montreal from May 31 to June 2, 2017, under the honorary presidency of Lise Bissonnette, author and former CEO of BANQ.

This year, AAQ is launching a new continuing education program (<https://archivistes.qc.ca/perfectionnement/>). This program was created thanks to financial assistance from the federal government's Documentary Heritage Communities Program. It takes the form of three two-day activities, offered in Quebec City and Montreal (i.e., Strategic Consulting: How to Become an Actor of Influence; Digital Transformation and Official Documents; and Project Management: Agility in Document Management Services).

Also this year, AAQ has launched a mentorship program for all its members who wish to benefit from the guidance of experienced archivists.

Last January, AAQ proceeded with the nomination of Anne Dumont for the position of Director General. Ms. Dumont has replaced Charles Cormier.

CCA announced that it was working with several clients/potential clients of the Archives Canada Digital Preservation Service, a subscription-based service offered to the memory institution community in partnership with the open-source software developers Artefactual Systems. Promotion of the service to municipalities is a priority, and a digital preservation workshop will be offered at the 2017 ACA Conference in Ottawa.

CPTA mentioned that questions were being raised concerning the management of records associated with the National Inquiry into Missing and Murdered Indigenous Women and Girls, given that these records will come from federal, provincial and territorial sources. Further updates would be provided as available.

7. Next Meeting

It was confirmed that the next meeting would be held in late March or early April 2017, by teleconference.