Steering Committee on Canada's Archives
MEETING NOTES
June 6, 2017
4:30 p.m. - 7:00 p.m. (EDT)

Members:

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

John Roberts, Council of Provincial and Territorial Archivists

Cédric Champagne, 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

Guy Berthiaume, Library and Archives Canada

Members at Large:

Kim Lawson, University of British-Columbia (by telephone)

Martine Cardin, Université Laval

Taskforce Leads:

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

Kathryn Harvey, University of Guelph Library (Archival Workforce)

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

Observers:

Francesco Manganiello, Library and Archives Canada

Regrets:

Carole Saulnier, Association des archivistes du Québec

Normand Charbonneau, Library and Archives Canada

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

Craig Noonan, Association of Canadian Archivists (observer)

1. Arrival and Welcome

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

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

A) Approval of meeting notes from April 12, 2017

The minutes were approved without changes.

B) Action Items

There were no questions on the outstanding action items.

3. Taskforce Updates

A) Archival Workforce Taskforce

The taskforce leads provided an overview of progress achieved so far. Members provided comments on the taskforce's draft project charter.

It was noted that the taskforce had changed its name from the "Taskforce on the Archival Workforce" to the "Archival Workforce Taskforce" in order to be consistent with the names of the other taskforces.

B) Awareness Strategy Taskforce

Members approved the taskforce's project charter, which had been revised according to comments received at the SCCA teleconference on April 12, 2017. The taskforce co-lead outlined the taskforce's planned timelines, which will be described in an action plan which is currently under development. The taskforce will split into two streams to conduct a literature review and survey of Canadian institutions. The development of a final strategy is expected by November 2018.

ACTION: Awareness Strategy Taskforce to submit its draft survey for review by SCCA members in September 2017 in preparation for distribution in late September or early October.

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

The taskforce lead provided updates on funding applications, a survey on Reconciliation Actions and Values, and outreach activities with Indigenous partners.

It was noted that a major component of the work of this taskforce is to build strong relationships and bridge cultural divisions.

4. Website Update

The SCCA Secretariat provided a demonstration of the SCCA website (English: archives2026.com, French: lesarchives2026.com). The site will be launched on June 16, 2017. An announcement will be circulated on Arcan-l and SCCA members were asked to help promote the new website through their networks.

Thanks were extended to the Archives of Ontario, in particular Mr. Kapil Mehta, for continued technical support in the development of the website.

Library and Archives Canada (LAC) has agreed to continue to pay the website's annual Wordpress fee.

It was agreed that comments on the website will be made by email to the Chair and taskforce leads through the email addresses provided on the "Contact Us" page. At a future date, SCCA may consider inserting comment boxes so that the public can comment directly onto the website.

ACTION: The SCCA Secretariat to finalize the website for launch on June 16, 2017 and draft an announcement for Arcan-l.

ACTION: Chair and taskforce leads to report back at future meetings regarding the volume and nature of comments received.

5. Update from NPTAC Working Group on Collaborative Acquisitions

John Roberts and Guy Berthiaume provided an update on discussions with the Canadian Association of Research Libraries (CARL) regarding the creation of a joint working group between CARL and the National, Provincial and Territorial Archivists Conference (NPTAC), in order to expand the *Statement of Guiding Principles for Identifying 'Best-Fit' Repositories for Private-Sector Archival Records* document. Discussions are ongoing and further updates will be provided as they become available. Members provided suggestions regarding other parties that may be interested in the joint working group.

6. Round Table[1]

The Association of Canadian Archivists (ACA) has been asked by the International Council on Archives to endorse the *Basic Principles on the role of Archivists and Records Managers in support of Human Rights*. SCCA members will discuss the document at the next meeting.

ACTION: ACA to forward a link to the document to members for consideration.

ACTION: Secretariat will add this issue to the agenda of the next SCCA meeting.

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[1] For additional updates, please see separate *Round Table* document for information provided in advance of the meeting.

ACA and CARL worked together to prepare an open statement on privacy law to the Parliamentary Standing Committee. L'Association des archivistes du Québec (AAQ), The Canadian Council of Archives (CCA) and ACA may work together in preparation for the next meeting.

As announced in Budget 2017, LAC will receive $14.9M over three years towards several reconciliation efforts: digitization and access related to Indigenous language and cultural material; preservation of oral testimonies to document Indigenous heritage; and development of an Indigenous work placement program for youth in library and archival science, information management, history, and cultural studies at LAC. These projects will be developed and implemented in consultation with Indigenous communities and through the creation of an advisory circle of elders, leaders and knowledge keepers.

CCA has received supplementary funding for the Young Canada Works program and will be delivering the program for the library and archival communities.

CCA is currently preparing to draft a plan of next steps for updating the Rules for Archival Description.

CCA is also offering a workshop on the Archives Canada Digital Preservation Service (ACDPS) with Artefactual Systems on Archivematica software in Ottawa in June. The workshop is offered in conjunction with the ACA Conference. CCA is also offering regular informational webinars on the ACDPS.

Given the progress of the taskforces to date, the SCCA Chair suggested that it may be timely for SCCA to check in with the foundational document, *Canada's Archives: A New Blueprint*, to give consideration to the direction of its future work. It was agreed that members would discuss this issue at the next meeting.

ACTION: Secretariat will add this issue to the agenda of the next SCCA meeting.

7. Next Meetings

The next SCCA teleconference will take place in the first week of September – exact date to be determined.

It was also confirmed that the next in-person meeting will be held on October 24, 2017, in Ottawa, Ontario.

It was noted that this is Heather Husby-Wall's final meeting as the SCCA's secretariat. Emilie Chirip will resume the secretariat role upon her return from leave this summer.