

Steering Committee on Canada's Archives

MEETING NOTES

October 24, 2017

8:30 a.m. – 12:00 p.m. (EDT)

Ottawa, Ontario

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

Suher Zaher-Mazawi, Association of Canadian Archivists

Lara Wilson, Canadian Council of Archives

Christina Nichols, Canadian Council of Archives

Guy Berthiaume, Library and Archives Canada

Normand Charbonneau, Library and Archives Canada

Members at Large:

Kim Lawson, University of British-Columbia

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)

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

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

Secretariat:

Emilie Chirip, Library and Archives Canada

Observers:

Francesco Manganiello, Library and Archives Canada

Craig Noonan, Association of Canadian Archivists

Regrets:

Carole Saulnier, Association des archivistes du Québec

Martine Cardin, Université Laval

1. Arrival & Welcome

The Chair of the Steering Committee on Canada's Archives (SCCA) called the meeting to order and participants introduced themselves. Members were informed that Erica Hernández-Read, Heather Gordon and Lara Wilson were attending by teleconference.

2. Introduce agenda & meeting objectives

The Chair presented the agenda and there were no changes. Next, the Chair outlined the meeting objectives, which included approving the meeting notes from September 7, 2017; receiving updates from each taskforce; beginning the conference planning for 2017-2018; setting the stage for future work; and discussing the International Council of Archives' (ICA) document: "Basic Principles on the role of Archivists and Records Managers in Support of Human Rights".

3. Administrative Follow-ups and Approvals from the Last Meeting

a. Approval of minutes from September 7, 2017 meeting

Members approved the September 7th meeting notes without changes and agreed to post them online and share an email notification via ARCAN-L. Members were informed that each action item from the September 7th meeting had been addressed and completed.

ACTION: Secretariat to post meeting notes online and ask Chair to send a message via ARCAN-L.

4. Taskforce updates

a. Archival Workforce Taskforce

The Archival Workforce Taskforce English sub-group lead reminded the SCCA that they were still seeking new members and asked the SCCA whether the taskforce should reissue an Expression of Interest. The Taskforce lead also wished to identify, in the Expression of Interest, the need for someone with survey development experience, prior to the Taskforce seeking outside help in that field.

ACTION: The co-lead of the English subgroup of the Archival Workforce Taskforce will draft a renewed Expression of Interest and seek SCCA's approval prior to publishing it.

Next, the co-lead informed the SCCA that the sub-group was currently gathering information on training programs as well as compiling a list of job advertisements from the United States and from Canada, which were shared via ARCAN-L. Once sufficient information is gathered, the subgroup will begin analyzing the job advertisements. A SCCA member mentioned that Ms. Vicki L. Lemieux, Associate Professor at the University of British-Columbia, had issued a job advertisement

analysis and that she could suggest some students who could support the Taskforce's analysis. The co-lead confirmed that they had consulted with Ms. Lemieux.

Next, the taskforce co-lead for the French subgroup informed members that they decided to use the report issued by the *Association des archivistes du Québec* (AAQ), which was mentioned during the September 7th teleconference. They found that the results from that survey and the subsequent analysis aligned with the needs of the taskforce. However, they will analyze the results one-step further by focusing on the competencies and their definitions.

b. Awareness Strategy Taskforce

The co-leads of the Awareness Strategy Taskforce informed members that their survey has garnered more responses than they had anticipated. To date, they received 150 responses, due mostly to social media awareness. The Taskforce is currently identifying the information they wish to retrieve from their focus groups surveys, which will include media professionals, politicians and educators. Once all information is gathered, members within their own networks will be surveyed in November 2017. Members also learned that the taskforce's literary review was completed. As patrons of archives, Ms. Luciana Duranti suggested that lawyers be added to the focus group. The Taskforce leads were open to discussing the suggestion with taskforce members and Ms. Duranti offered to help in suggesting names of lawyers who may wish to participate.

ACTION: Awareness Strategy Taskforce leads to discuss the possibility of surveying lawyers, with their members.

ACTION: Luciana Duranti to suggest names of lawyers who may wish to participate in a survey about archives.

c. Response to the Report of the Truth and Reconciliation Commission Taskforce

The lead of the Response to the Report of the Truth and Reconciliation Commission (TRC) taskforce acknowledged the help of Ms. Duranti, in developing their recent "Insights" grant submission to the Social Sciences and Humanities Research Council (SSHRC). The Taskforce anticipates an answer by April 2018.

The Taskforce lead informed the SCCA that they welcomed three new members since September, but pointed out that they still do not have representatives from certain provinces, including Alberta, Nova Scotia and Prince Edward Island. As a result, the lead has been cold calling individuals and reaching out to colleagues in those provinces to encourage participation. Members also learned that the literature review has begun with a revised deadline. Lastly, the lead informed the SCCA that the survey they conducted was currently being analysed and more information will follow.

5. Secretarial updates

a. Website stats

The SCCA Secretariat confirmed that visits to the www.archives2026.com website increased (by 14.2% in English and 21.18% in French) following the publication of messages on ARCAN-L, informing subscribers of new content. Members were informed that the most frequently visited pages included the member's page and the meetings' page.

b. Conference Planning

The SCCA Secretariat presented two documents to support the broader discussion on conference planning. The first document was a list of future conferences that the SCCA and its members may consider attending in order to share information about the work and developments of the SCCA. The second document was a generic conference deck designed to support SCCA members during their presentations and ensure consistent messaging. Mr. Charbonneau informed the group that Library and Archives Canada (LAC) would be attending the AAQ's annual conference in Drummondville, on May 30 to June 1, 2018 and will use LAC's 60-minute session to update the Canadian archival community on the work of the SCCA; an invitation was extended to other SCCA members. Mr. Charbonneau also confirmed that LAC would use their allocated time during the "members' update" at the Association of Canadian Archivists (ACA) conference in Edmonton, on June 7 to 9, 2018, to talk about the SCCA.

Members agreed that the work of the SCCA is not well-known within the Canadian archival community and that it was important to demonstrate to the community that they are there to help and support common initiatives.

The Canadian Council of Archives (CCA) offered to approach the Canadian Historical Association (CHA) to see whether there could be room in the 2018 conference program to present on the SCCA.

ACTION: CCA to contact the CHA to inquire about programming for the upcoming conference.

Mr. John Roberts confirmed that some personnel from the Archives of Ontario will be attending the Ontario Library Association (OLA) Super Conference in January 2018, while LAC confirmed that it will have a scheduled session at the Conference, on January 31, 2018, and would talk about the SCCA during their allotted time.

During the discussion, Mr. Roberts and Ms. Kathryn Harvey committed to attending the Archives Association of Ontario's conference on May 9 to 11, 2018 in Waterloo. Mr. Fred Farrell informed the SCCA that he might attend the Council of Nova Scotia Archives conference, which is a joint library community event, in April 2018. To support further attendance to other provincial conferences, the CCA offered to share a list of all provincial association conferences with the SCCA.

ACTION: CCA to compile a list of provincial archival association conferences and share it with the SCCA to support their conference attendance plan.

Next, members reviewed the generic deck and proposed changes. An updated version will be reviewed by the SCCA for final approval.

ACTION: Secretariat to modify generic presentation based on feedback.

During the discussion, a member posed the question whether the SCCA would benefit from organizing poster sessions during a given conference. Members agreed that this would be a good avenue to pursue for the 2018 OLA, CHA and the Association of Records Managers and Administrators (ARMA) conferences.

ACTION: Secretariat to design poster session presentation for future conferences.

SCCA members agreed that a SCCA representative could be present at the tradeshow, where LAC has already purchased a kiosk. However, the SCCA will need to schedule volunteers to present and create a backdrop for the booth.

ACTION: Secretariat to coordinate representatives at various tradeshow.

ACTION: Secretariat to look into the creation of a tradeshow backdrop for the SCCA.

6. Discussion on the way forward

The Chair initiated the discussion on the way forward by asking members about their vision for the SCCA's role post 2019 (i.e., once the taskforces have completed their work).

Varying perspectives regarding the SCCA, post-2019, were discussed. Some members believed that the SCCA should:

- exist as a communication and **coordination hub** for the AAQ, ACA, CCA, Canadian Provincial and Territorial Archivists (CPTA) and LAC;
- **provide direction** within the Canadian archival community and related associations;
- act as a **clearinghouse**, where each Canadian archival association could discuss their work and eliminate any duplication of efforts.

Although members did not decide on the role of the SCCA post-2019 during the meeting, they identified the following needs:

- to have a place where Canadian archival associations can meet and decide on shared priorities and undertake joint activities;
- to hold a general meeting and consult the Canadian archival community in 2018, should the SCCA change its mandate significantly;
- to close out current taskforce work prior to selecting new priorities.

Members also reflected on the evolution of the SCCA, as well as the improvements to the Canadian archival community since 2015 – when, at that time, the SCCA was known as the Canadian Archival System Working Group (CASWG). The CASWG was formed within an archival milieu where associations worked vertically. The Canadian Archives Summit in 2015 was the tipping point, whereby each Canadian archival association agreed to work together in a more collaborative manner. Members agreed that the success of the Canadian archival community continues to rely on the interconnectedness of its associations.

SCCA members discussed future financing models for the SCCA and its taskforces. Members were reminded that at the inception of the SCCA, each association had been assigned a taskforce, and that the CCA, LAC and the CPTA have provided funding or support for translation, while LAC has also provided funding for SCCA’s secretariat. LAC confirmed that it would like other associations to help with other initiatives, since it cannot go forward with additional investments above its current commitments.

Members also discussed the existence of some overlapping work within the Canadian archival community and the SCCA. As a result, the SCCA recommitted to developing an inventory of initiatives that address priorities from the document: *Canada’s Archives: A New Blueprint*.

ACTION: Secretariat to share the National, Provincial and Territorial Archivist Conference’s (NPTAC) Activity Report after the November 16th NPTAC meeting.

ACTION: CCA to distribute an Activity Report to the councils to inventory their respective networks.

These discussions, in addition to the selection of a new SCCA chair, will continue in January 2018.

7. Discussion on the International Council on Archives’ document: “Basic Principles on the role of Archivists and Records Managers in Support of Human Rights”

Next, Ms. Duranti informed members that the ICA requested ACA’s endorsement of the document: “Basic Principles on the role of Archivists and Records Managers in Support of Human Rights”. The ACA undertook an analysis of the 25 principles and determined that only six were geared towards professional associations; these include principles 14, 20, 21, 22, 24 and 25. During the same discussion, members agreed that there was a need to encourage diversity in the archival profession, through outreach, advocacy and proactive recruitment to archival programs. Given that the rest of the principles seek to ask the respective governments to act, Ms. Duranti confirmed that all the ACA can do is ask advocacy groups to act upon them.

Mr. Normand Charbonneau provided some context to this work and promised to share a supporting document from the ICA to support further reflection on these principles.

ACTION: M. Charbonneau to share a supporting document on the ICA's development of the Basic Principles on the role of Archivists and Records Managers in Support of Human Rights.

The ACA confirmed that their recently published "Code of Ethics" supports the basic principles and members of the SCCA may wish to adhere to these principles as well. The ACA will also ask their three committees: education, advocacy and ethics, to consider the actions and establish a plan to address them.

Members of the SCCA agreed to discuss the principles with their respective associations prior to officially endorsing them. Additionally, members learned that the principles were still waiting for the final approval from the ICA's Forum of National Archivists (FAN) in 2018.

ACTION: Associations to initiate discussions on the principles within their own networks.

8. Roundtable

Library and Archives Canada

Concerning LAC's projects and initiatives with Indigenous peoples and communities, Mr. Charbonneau discussed LAC's consultation on the creation of the Advisory Circle. He informed members that LAC is meeting with the three Indigenous governing bodies in order to ensure a strong Advisory Circle. To date, LAC has met with Mr. Clément Chartier, President of the Métis National Council (MNC), and Dr. Paulette Tremblay, Acting CEO of the Assembly of First Nations (AFN) and is hoping to meet with the Inuit Tapiriit Kanatami (ITK) in the coming weeks. The MNC has agreed on this initiative by LAC, to date, and approves of the decolonization of the archives. The AFN was also open to the idea. LAC plans to call the first meeting of its Advisory Circle between December and mid-January 2018.

Mr. Guy Berthiaume reminded the group that the next SCCA meeting would be on January 29, 2018 in Toronto, Ontario. M Berthiaume invited members to attend the second Values Summit on January 30th at the Royal Ontario Museum, in Toronto. Mr. Berthiaume also confirmed that LAC would be presenting at the Super Conference of the Ontario Library Association on January 31st.

Canadian Council of Archives

The CCA provided an update on the revitalization of the Prince Edward Island's (PEI) database on www.archivescanada.ca, following a crash three years ago. The CCA recreated the PEI database and uploaded it for the first time in three years.

Furthermore, they are now in a position to collect updated lower level and full-level descriptions and undertake bulk uploads without duplications.

In addition, the CCA introduced digital conservation services, which provide institutions with a better understanding of format specific preservation planning. The CCA is also working with the National Archival Appraisal Board concerning its searchable database and credential program. The National Accession Standard Survey is available on their website and will be analyzed shortly.

Finally, the CCA is managing the \$2M Young Canada Works internship and summer job program. They are piloting a project with the Department of Canadian Heritage for jobs that fall outside of the summer period (i.e., short-term jobs). They are also advocating the removal of the age limit of the program, given that the average age of students in archival programs is 35 years old. However, the CCA warns that age limits have been written into the program's Terms and Conditions, which means that it may be difficult to amend.

Association of Canadian Archivists

The ACA has recently approved their code of ethics and established two taskforces: Association Alliance Taskforce (with two members from both ARMA and the ACA). Their Terms of Reference were approved and they are exploring joint initiatives and partnerships. The work will be finished by April 2018, with a final report.

The ACA Conference planning is on track and the ACA has received a large amount of proposals. The SCCA Chair inquired about the possibility of having space in the program for the three taskforces to report their work, which the ACA will investigate.

ACTION: ACA to confirm whether the 2018 conference program can allow for space for the three taskforces to present their work.

Conclusion and next steps

The next SCCA meeting will take place on January 29, 2018 in Toronto. Members may choose to join by teleconference or in person. Details about the location of the meeting will follow shortly. The meeting will precede LAC's Stakeholders Forum.