

Steering Committee on Canada's Archives

MEETING NOTES

January 29, 2018
9:00 a.m. to 12:00 p.m. (EST)
Toronto, 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 (*by telephone*)
Martine Cardin, Université Laval (*by telephone*)

Taskforce Leads:

Patricia Forget, Université du Québec en Outaouais (Archival Workforce) (*by telephone*)
Jeanne Darche, Institut national de recherche scientifique (Archival Workforce) (*by telephone*)
Kathryn Harvey, University of Guelph Library (Archival Workforce) (*by telephone*)
Heather Gordon, City of Vancouver (Awareness Strategy)
Erica Hernández-Read, University of Northern British Columbia (Response to the Report on the Truth and Reconciliation Commission) (*by telephone*)
Jacinthe Duval, Bibliothèque et Archives nationales du Québec (Awareness Strategy) (*by telephone*)

Secretariat:

Emilie Chirip, Library and Archives Canada

Observers:

Francesco Manganiello, Library and Archives Canada
Jo-Anne McCutcheon, Association of Canadian Archivists

Regrets:

Carole Saulnier, Association des archivistes du Québec

1. Arrival & welcome

The Chair of the Steering Committee on Canada's Archives (SCCA) called the meeting to order and participants introduced themselves.

2. Introduce agenda & meeting objectives

Participants approved the agenda without changes. The Chair presented the meeting objectives, which included endorsing the selection of new co-chairs; establishing the role of the SCCA post-2019; and, confirming next steps for the SCCA public consultation during the Association of Canadian Archivists (ACA) conference, in Edmonton, Alberta (June 2018).

3. Administrative follow-ups and approval of the meeting notes from the last meeting

Members approved the meeting notes from the October 24, 2017 meeting.

ACTION: Secretariat to post October 24th meeting notes online (SCCA website) and the co-chairs will share a message via ARCAN-L.

4. Taskforce updates

a. Archival Workforce Taskforce

The Archival Workforce Taskforce co-leads provided an update on the work to-date. The English subgroup will publish a renewed "Expression of Interest" within the week. The lead confirmed that the subgroup is behind schedule due to the departure of some members, but remains confident that it will catch up once new members join.

The French subgroup will work together with the Committee on Professional Competencies from the *Association pour l'avancement des sciences et des technologies de la documentation* (ASTED), given the shared goals. Additionally, the subgroup recently welcomed a new member, Ms. Isabelle Dion, Archival Internship Coordinator and Head of the Archival Laboratories at the *Université de Montréal*.

Due to shifting priorities within her institution, the French subgroup lead introduced a new lead, Jeanne Darche, Vice President of the *Association des archivistes du Québec* (AAQ) and Archivist at the *Institut national de la recherche scientifique*, who introduced herself to the SCCA and confirmed that she has already begun work on the Taskforce. Ms. Darche informed members that the AAQ has agreed to share their raw data from their workforce study (2015) and that she would contact the lead of the English subgroup to coordinate their efforts going forward.

ACTION: Archival Workforce Taskforce co-leads to meet and discuss coordination of efforts between the sub-groups.

b. Awareness Strategy Taskforce

Due to operational challenges, the Taskforce will form consultation groups with representation from across the country, with individuals who work in the media, as politicians or as teachers. The Taskforce confirmed that they are defining “politicians” as elected officials, attachés and Senators. Participants also learned that the Taskforce completed their personal network survey and is currently filtering the results.

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

The Taskforce has completed their first goal - the literature review - with almost 300 sources identified, and 10% reviewed. Next, the Taskforce will be calling the Indigenous Community Outreach team and review the draft protocols from last year. The intent is to receive feedback from Indigenous partners and initiate outreach with meetings in the summer.

The Indigenous partner list is stable, having replaced a recent departure with two new partners: Mary Jane Johnston, Heritage Manager, Kluane First Nation, Burwash Landing and Gerry Lawson, Coordinator, Oral History and Language Lab at Vancouver Museum of Anthropology, University of British-Columbia.

The Taskforce is still seeking Indigenous partners from Nunavut and another from either Nova Scotia, Prince-Edward-Island or New Brunswick. An SCCA member suggested that the Taskforce lead contact Catherine Arseneau, Director, Cultural Resources, Beaton Institute, for suggestions of possible Indigenous partners in the Maritimes.

ACTION: Taskforce lead to contact Catherine Arseneau for suggestions of possible Indigenous partners in the Maritimes.

The Taskforce is continuing to spread the word about their work and has recruited representatives from Edmonton, Thunder Bay and Vancouver. The Council of Prairie and Pacific University Libraries (COPPUL) invited the Taskforce lead to speak in Victoria and the Taskforce has been selected to present at the upcoming ACA Conference on June 7, 2018 in Edmonton. Finally, a Canadian Broadcasting Corporation (CBC) producer contacted the Taskforce to discuss the development of an interactive database that monitors the TRC calls to action.

The lead posed a question to the SCCA about whom the Taskforce should talk to about gaining access to government funds *in lieu* of applying for grants and contributions. SCCA members understood that the Government of Canada provides capital through funding branches such as the Social Sciences and Humanities Research Council (SSHRC). When released, Library and Archives Canada (LAC) did confirm with the Department of Canadian Heritage that there

were no additional funds for the TRC call to action #70. SCCA members advised the lead that the Taskforce could pursue letter-writing campaigns to local Members of Parliament, and that multiple letters are stronger than one letter signed by multiple people. The Canadian Council of Archives (CCA) offered to look at the Taskforce's Communication plan and key messages as well as their translation.

5. Approval of the generic presentation

With minor edits, a draft generic presentation was approved. Members also saw value in having a prepared set of Q&As about the SCCA, so that consistent messaging is shared amongst the community. Finally, the CCA confirmed that the Archives Association of British Columbia (AABC) conference will take place on Friday April 13, 2018 at the Royal British Columbia Museum in Victoria.

ACTION: Secretariat to apply suggested changes from the Awareness Taskforce and share the generic deck with participants.

ACTION: Secretariat to prepare a set of Q&As to be shared amongst SCCA members and taskforce leads.

ACTION: CCA to send the dates of the AABC Conference to the Secretariat.

6. Discussion and selection of the new co-chairs

Members agreed to the proposal by the AAQ and the ACA to co-chair the SCCA over the next two years. Members agreed to modify the SCCA mandate to reflect a two-year term for co-chairs or a one-year term for a chair. Members thanked the outgoing chair, F. Farrell, for his commitment to the SCCA over the past year.

ACTION: Secretariat to update the SCCA mandate to reflect changes made.

7. Communication channels for the SCCA

The ACA president introduced the topic and reminded members that the Society of American Archivists decommissioned their "Archives and Archivists discussion list", effective December 31, 2017. Previously, this listserv was the primary communication channel for the archival profession in North America and was open to anyone. To fill the loss of this discussion list, the ACA President suggested that ARCAN-L enlist, by default, all of the ACA, AAQ and CCA members. Even though each association would continue to have their own individual membership lists for administrative purposes, some SCCA members expressed concerns over privacy of sharing their members' emails and enrolling them in ARCAN-L without their explicit consent. To solve this issue, members suggested that future ACA, AAQ and CCA membership forms contain an opt-out clause to register to the ARCAN-L listserv. The CCA, who is responsible for managing ARCAN-L, confirmed that their ARCAN-L consultation about listserv regulation, code of conduct, and technology would conclude at the end of

February. These consultations are seeking ways to improve the service for the community and the CCA will share the results with the SCCA.

ACTION: CCA to report to SCCA on the results of the ARCAN-L consultations.

ACTION: ACA, AAQ and CCA to consult internally, and decide how they wish to proceed with enlisting members to ARCAN-L.

8A. Discussion on the way forward

Members began discussing the future role of the SCCA after 2019, based on the three options raised at the October 24, 2017, meeting:

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

Some members felt that the use of taskforces was not successful and that instead, each association should have been responsible for a Working Group and reported the results and/or updates to the SCCA. Others felt that the membership of the SCCA was incomplete without representation from the Canadian Region of the Association of Records Managers and Administrators (ARMA Canada). With the addition of ARMA Canada, the SCCA believes that it will evolve into a group that now reaches beyond CCA membership.

Members did agree that there is value in meeting in person and that they do not want to return to the previous situation, where associations worked in silos. Members also agreed that a Mission statement would be beneficial and would formally articulate the first and third bullets above, to reflect a group where individual associations would be responsible for undertaking work and reporting to the SCCA, which would have a coordination and clearinghouse function. The SCCA on the other hand, would be responsible for initiating discussions amongst members on the current priorities and needs within the Canadian archival community.

It was agreed that the working groups that are currently in place would complete their work as planned.

ACTION: Secretariat to articulate a mission statement based on the October 24th suggestions (i.e., first and third bullets). The mission statement will be circulated to members ahead of April teleconference, for approval.

ACTION: The Co-chairs will reach out to ARMA Canada with an invitation to become an equal member in the SCCA.

8B. Planning public consultation in the summer 2018

At the last SCCA meeting, the June 2018 ACA Conference was identified as the best time and place to host a community consultation. Given that a presentation from the TRC Taskforce was added to the conference schedule, the ACA suggested that the SCCA public consultation occur in tandem.

The 30-minute consultation – over the lunch hour on June 7, 2018 - will consist of an update from the SCCA co-chairs including the presentation of the new mission statement and will be open to feedback from the records and archives community attending the ACA. The SCCA will have its summer in-person meeting the same day, following the public consultation.

ACTION: Secretariat to work with ACA to organize presentations.

ACTION: Secretariat to work with ACA to organize the SCCA in-person meeting during the conference, on June 7, 2018.

9. Conclusion and next steps

The next teleconference is scheduled for April 11, 2018 from 1:00 p.m. to 2:30 p.m. (EDT). The public consultation will be held on June 7, 2018 at noon and the SCCA in-person meeting will follow, that same day.