Steering Committee on Canada's Archives
Meeting Notes
April 11, 2018
1:00 p.m. – 2:30 p.m. (EDT)
Teleconference

Members:
Cédric Champagne, Association des archivistes du Québec (Co-chair)
Luciana Duranti, Association of Canadian Archivists (Co-chair)
Christina Nichols, Canadian Council of Archives
Fred Farrell, Council of Provincial and Territorial Archivists
Guy Berthiaume, Library and Archives Canada
John Roberts, Council of Provincial and Territorial Archivists
Lara Wilson, Canadian Council of Archives
Normand Charbonneau, Library and Archives Canada
Stéphane Bourbonnière, Association of Records Managers and Administrators
(Canada)

Members at Large:
Kim Lawson, University of British Columbia
Martine Cardin, Université Laval

Taskforce Leads:
Jeanne Darche, Institut national de la recherche scientifique (Archival Workforce)
Heather Gordon, City of Vancouver (Awareness Strategy)
Jacinthe Duval, Bibliothèque et Archives nationales du Québec (Awareness Strategy)
Erica Hernandez-Read, University of Northern British Columbia (Response to the
Report on the Truth and Reconciliation Commission)

Secretariat:
Emilie Chirip, Library and Archives Canada

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

Regrets:
Kathryn Harvey, University of Guelph Library (Archival Workforce)
Suher Zaher-Mazawi, Association of Canadian Archivists
Uta Fox, Association of Records Managers and Administrators (Canada)

1. Arrival and welcome

The Co-chairs of the Steering Committee on Canada's Archives (SCCA) called the meeting to order, and participants introduced themselves. Participants learned that two new members from the Association of Records Managers and Administrators – Canada Region (ARMA Canada) would join the teleconference after item 3 of the agenda. There were no changes to the agenda, and the Co-chairs introduced the meeting objectives.

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

A. Approval of minutes from January 29, 2018, meeting

Members approved the minutes without changes.

ACTION: Secretariat to share the final January 29, 2018, meeting notes with SCCA members and post them on the SCCA website.

B. Action items

Participants learned that all action items were addressed. Discussion ensued regarding action item 9, and participants shared the results of their internal discussions regarding the notion of enlisting, by default, all members and new members of each association in ARCAN-L. Members agreed not to proceed with this activity.

3. ARMA Canada membership endorsement

The Co-chairs reminded participants that, following a discussion on January 29, 2018, ARMA Canada was invited to join as a full member, given the complementary mandates of the SCCA and ARMA Canada. The Co-chairs called for a vote, and members agreed unanimously to extend a membership to ARMA Canada, represented by two members.

ACTION: Co-chairs to share message with the community through ARCAN-L and the website, welcoming ARMA Canada.

4. Welcoming ARMA Canada

Mr. Stéphane Bourbonnière, Regional Director, and Ms. Uta Fox, Director, Canadian Content, will represent ARMA Canada on the SCCA. ARMA Canada thanked the SCCA for reaching out and extending an invitation to become involved. Participants learned about ARMA's composition and areas of focus, including education, record keeping and information governance. Next, SCCA members and participants introduced themselves and officially welcomed ARMA Canada to the SCCA and to the upcoming June 2018 meeting in Edmonton.

5. Taskforce updates

A. Archival Workforce Taskforce

The Archival Workforce Taskforce Co-lead provided an update on the work to date for the French subgroup. The subgroup continues to participate in a renewed workforce survey with the Committee on Professional Competencies from the Association pour l'avancement des sciences et des techniques de la documentation (ASTED), which will reveal new, fresh data. During the next ASTED meeting on the week of April 16, 2018, the survey will be sent to all French archives and associations for publication on their listservs and social media networks. The Bibliothèque et Archives nationale du Québec (BAnQ) also agreed to post the survey on its website.

The French subgroup has also begun work on a competency profile tool, which will become available immediately, and will include proposed training programs. Once completed, it will serve as a starting base for the subgroup's final report.

The ASTED Committee on Professional Competencies received a grant from the Province of Quebec to help create an information portal on professional competency profiles for information professionals. This grant will benefit the work of the Taskforce, which will focus on archival professionals, while ASTED will focus on library professionals. The Co-leads have confirmed their commitment to coordinate this work between the French and English subgroups.

Since the Archival Workforce Taskforce English subgroup Co-lead was absent, an update will be shared with members following the teleconference.

ACTION: Secretariat to draft an article for the SCCA website and ARCAN-L congratulating the Taskforce on the grant and the collaboration with ASTED.

ACTION: Archival Workforce Taskforce English subgroup Co-lead to share update on work following the teleconference.

B. Awareness Strategy Taskforce

The Awareness Strategy Taskforce Co-leads provided an update on the consultation group communication strategy. For the teacher target group, the Taskforce has chosen to focus on elementary and high schools, given the larger audiences that they attract and the assumption that college and university professors are already aware of the value of archives. The goal will be to find a way to include archives in the curriculum and training without adding to the workload. The Taskforce will consult two or three participants during professional development (PD) days. It will interview teachers from across the country and develop an interview script. The Taskforce is currently searching for participants from Ontario and the Atlantic provinces.

For the media professional target group, the Taskforce will seek information on how to speak to the media and share key messages about archives. The Taskforce has completed a series of interview questions and will be concentrating on types of media rather than geographical location.

For the political target group, the Taskforce will seek to have one-on-one interviews, to learn the best ways to communicate with politicians and their aides.

SCCA members agreed with the Taskforce's approach.

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

The Lead for the Response to the Report of the Truth and Reconciliation Commission Taskforce (TRC-TF) announced that its application for a Social Sciences and Humanities Research Council (SSHRC) Insight grant was successful. The TRC-TF received $182,540.00 in funding over the next three years. To accommodate the funding, the Taskforce has amended its timeline from May 2018 to November 2021.

The Taskforce continues to work on its literature review; to date, 274 articles have been identified, and 41 have been reviewed.

The Taskforce Lead confirmed that the TRC-TF now has a commitment that goes beyond the SCCA mandate of 2020, although it will remain under SCCA auspices during the period of its original mandate. Any additional activities that were included in the grant submission will be carried out according to the commitment to SSHRC. Thus, the Taskforce's relationship with the SCCA may end sooner than its commitment to complete the SSHRC grant. To this end, the Taskforce Lead will update the Action Plan, which will break down activities, timelines and outcomes.

ACTION: Taskforce Lead to share a copy of the grant application with SCCA members.

ACTION: Taskforce Lead to update Action Plan.

SCCA Co-chair Luciana Duranti mentioned the CBC website "Beyond 94: Where is Canada at with reconciliation?" and noted that the website does not include progress on Call to Action 70. The Taskforce Lead indicated that the SCCA's work is identified as a "project underway" and that she has spoken with the CBC producer of this website.

Members agreed that the Co-chairs should write a letter to the CBC to correct any misinformation on the website. A SCCA member noted that the Truth and Reconciliation Commission's Final Report erroneously identified a Canadian archival association as the "Canadian Association of Archivists," and that the letter to the CBC should address this initial error as well.

ACTION: Co-chairs to send a letter to the CBC and c.c. the National Centre for Truth and Reconciliation.

SCCA members confirmed the upcoming presentation on the TRC-TF during the Association of Canadian Archivists (ACA) Conference, which will be on June 8, 2018, from 4:00 p.m. to 5:30 p.m. in Edmonton.

6. Public consultation update

A. Review mission statement

A first draft of a mission statement for the SCCA post-2019 was distributed to members for comment ahead of today's meeting. After further discussion, SCCA members agreed that the SCCA was not ready to discuss the draft at the ACA Conference in June 2018. As a result, SCCA members agreed to reflect on possible future SCCA mission statements and models post-2019. A deeper discussion will take place at the June 7, 2018, SCCA meeting in Edmonton.

Members from the Canadian Council of Archives (CCA) explained that the proposed draft mission statement mirrors that of the CCA's current role and mandate in the Canadian archival community. The CCA believes that the value of the SCCA is to provide an opportunity for Canadian archival associations to have high-level and strategic discussions to advance priorities and initiatives in a coordinated manner. The CCA drafted another version of the mission statement for discussion at the June 7, 2018, SCCA meeting.

ACTION: CCA to share its draft mission statement ahead of the June 7, 2018, meeting.

The SCCA Co-chairs discussed what the new vision would entail and how close it would be to the current SCCA mandate. One Co-chair explained that the new mission would not see the SCCA taking on initiatives, but rather help each Canadian archival association decide what it should do within its own organization. Some members disagreed with this approach, stating that the SCCA does not have the authority to tell associations what to prioritize, either in principle or in action. A Co-chair reminded members that the initial mission was to act on the priorities set out in "Canada's Archives: A New Blueprint" because the SCCA was created to represent the needs of the Canadian archival community. Although it was agreed that the status quo was not an option going forward, the Co-chair suggested that the SCCA should first review its mandate, create a mission statement and ask the Canadian archival community what their needs are. Members discussed the possibility of creating a new blueprint and reconnecting with the community for their input. Members agreed with this proposed strategy.

ACTION: Secretariat to draft a strategy on creating a new blueprint based on past methods.

B. Update on June 7, 2018, public consultation

Members agreed that the June 7, 2018, public consultation would include an update on the work of the taskforces, followed by a question-and-answer session. Members agreed not to share information on the draft mission statement for the SCCA post-2019.

7. Round table

Association des archivistes du Québec (AAQ)
The AAQ was invited to join the Fédération des Associations et Institutions des milieux Documentaires et Archivistiques (FAIDA), which is about to be launched. FAIDA will continue the activities of the Association pour l'avancement des sciences et des

techniques de la documentation (ASTED). The AAQ declined the invitation, given the duplication of efforts with the AAQ's current mandate of uniting the archival community in Quebec.

The AAQ has joined the International Council on Archives (ICA) Steering Committee on Professional Associations. The next meeting will be from May 22 to 25, 2018, in Berlin.

Lastly, the AAQ Congress will take place in Drummondville, Quebec, from May 30 to June 1, 2018. A preliminary agenda is available online. Mr. Normand Charbonneau, Chief Operating Officer of Library and Archives Canada and member of the SCCA, will attend and provide two presentations, one of which will discuss international relations and include Mr. Cédric Champagne, Vice President of Corporate Affairs, AAQ, and Mr. Anders Sjöman, Director of Communications at the Centre for Business History in Stockholm.

Association of Canadian Archivists (ACA)
The ACA recently undertook a strategic planning exercise and will hold its Annual General Meeting in Edmonton this coming June. The ACA has built an alliance with ARMA International to see what the two can do together and to examine the possibility of joint memberships. The advocacy committee recently shared its commentary on ethics and advocacy with the International Council on Archives (ICA) in the document "Basic Principles on the role of Archivists and Records Managers in support of Human Rights."

The ACA is also looking at implementing a Professional Code of Conduct and is working with lawyers to see how it can be presented as procedures. Finally, the ACA's advocacy working group is currently examining the bill dealing with privacy information (Bill C-58).

Canadian Council of Archives (CCA)
The CCA has been working as the secretariat for the National Archival Appraisal Board (NAAB) and has been working closely with the Future of the NAAB Working Group to draft bylaws and terms of reference for the Archival Monitoring Appraisal Body of Knowledge. The CCA will be working on policies for credentialling, building a code of ethics, redeveloping the website, etc. The CCA believes there is significant work to sustain Canadian appraisal in Canada. It has submitted an application to the Department of Canadian Heritage to outline a "body of knowledge" or core manual for students' learning appraisal in Canada. This would include course outlines for certification, etc. The current NAAB website will include enhanced content by 2019.

Next, the CCA has completed its survey of accession standards, and the working group will meet in May to review the information. The CCA has also launched an "Introduction to digital preservation" that aims to help members learn the fundamentals in digital preservation, which has received positive responses.

Lastly, the Young Canada Works (YCW) adjudication for internship and summer applications is now complete. The CCA manages the YCW and administers the program for library and archival communities.

Council of Provincial and Territorial Archivists (CPTA)
John Roberts, Archivist of Ontario, will attend the Archives Association of Ontario's conference in Waterloo on May 10, 2018, and present an update on the SCCA's activities.

Library and Archives Canada (LAC)
LAC will be hosting a consultation on its Three-Year Plan (2019–2022) with stakeholders from across the country in Ottawa on May 16, 2018, and SCCA members are invited to attend.

The next National, Provincial and Territorial Archivists Conference (NPTAC) meeting will be held on June 6, 2018, in Edmonton.

There are 30 successful recipients for this year's Documentary Heritage Communities Program (DHCP) funding cycle, including 9 others for multi-year projects. It was a very busy and challenging year, with 128 applications. The results will not be shared until mid-May, and the fifth installment of the DHCP will be launched in the fall of 2018.

The National Heritage Digitization Strategy (NHDS) will launch its first competition for grants and contributions on April 17, 2018. This initiative follows a private donation of $1 million, which will be distributed across the country. The terms and conditions are much wider than for other grants and contribution programs, and this program is open to universities, provincial archives, etc.

Lastly, LAC hosted its first Indigenous Council meeting, which includes 3 Inuit members, 3 Métis Nation members and 10 First Nations members. Most participants were on site, with a few substitutes. During the meeting, the Indigenous Council approved the terms of reference and worked on reviewing two initiatives. The next meeting is scheduled for mid-June and will aim at drafting an action plan for LAC's ongoing work with Indigenous communities.

Other updates
Ms. Heather Gordon and Ms. Lara Wilson informed members that they are establishing an Access to Memory Foundation, which will be a non-profit endeavour to support the sustainability of the AtoM software and code. Specifically, the Foundation will raise funds for an AtoM version 3, which will be a linked open data project and move the software away from Artefactual Systems Inc.

8. Conclusion and next steps

Members were reminded of the following dates for the Edmonton meetings:
- Public consultation on SCCA: June 7, 2018, from 12:00 p.m. to 2:00 p.m.
- SCCA business meeting: June 7, 2018, from 5:00 p.m. to 6:00 p.m.
- Dinner: June 7, 2018, at 7:00 p.m.
- Presentation on the Response to the Report of the Truth and Reconciliation Commission Taskforce: June 8, 2018, from 4:00 p.m. to 5:30 p.m.