

Steering Committee on Canada's Archives (SCCA)
MEETING NOTES
October 9, 2018
1:00 p.m. – 2:30 p.m. (EST)
Teleconference

Members:

Dr. Guy Berthiaume, Librarian and Archivist of Canada, LAC
Mr. Normand Charbonneau, Chief Operating Officer, LAC
Ms. Luciana Duranti, Association of Canadian Archivists (SCCA Co-Chair)
Mr. Cédric Champagne, Association des archivistes du Québec (SCCA Co-Chair)
Mr. Fred Farrell, Council of Provincial and Territorial Archivists
Ms. Janice Orlando-Sottile, for Mr. John Roberts, Council of Provincial and Territorial Archivists
Ms. Lara Wilson, Canadian Council of Archives
Ms. Joanna Aiton Kerr, Canadian Council of Archives
Ms. Christina Nichols, Canadian Council of Archives
Ms. Suher Zaher-Mazawi, Association of Canadian Archivists
Ms. Uta Fox, ARMA Canada
Mr. Stéphane Bourbonnière, ARMA Canada

Members at Large:

Ms. Martine Cardin, Université Laval
Ms. Kim Lawson, University of British Columbia

Taskforce Leads:

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

Secretariat:

Denise Graveson, Library and Archives Canada

Observers:

Mr. Francesco Manganiello, Library and Archives Canada
Mr. Loïc Dumas, Library and Archives Canada
Ms. Jo-Anne McCutcheon, Association of Canadian Archivists

Regrets/Absent:

Mr. Louis Germain, Association des archivistes du Québec

1. Arrival and Welcome

The meeting was called to order. Participants introduced themselves and the Co-chairs welcomed members to the teleconference. Mr. Cédric Champagne introduced Mr. Louis Germain, new member representing the Association des archivists du Québec, and outlined the meeting agenda and objectives. There were no changes requested.

2. Administrative Follow-Ups and Approvals from the Last Meeting

A. Approval of minutes from June 9, 2018 meeting

Members approved the minutes without changes.

ACTION: Secretariat to share the final June 9, 2018, meeting notes with Steering Committee on Canada's Archives (SCCA) members and post them on the SCCA website.

B. Action items

Participants learned that all action items have been completed, with the exception of the April 2018 action item regarding the update to the Action Plan for the Response to the Report of the Truth and Reconciliation Commission Taskforce. Ms. Erica Hernandez-Read will update the Action Plan before the next meeting scheduled for January 2019.

3. Taskforce Updates

A. Archival Workforce Taskforce

Ms. Kathryn Harvey provided an update on the status of the Archival Workforce Taskforce English Subgroup. A call for expressions of interest in working on the Taskforce was sent out and only one individual responded. Unfortunately, when contacted, the individual was no longer available. The Taskforce is now short by two members, and work is suffering. In addition, there are challenges with respect to setting meetings, which overall means that the Taskforce is having difficulty in advancing its work. Ms. Harvey welcomed any ideas from SCCA members with respect to attracting members for the Taskforce. Members noted that this spoke volumes with respect to capacity, and that it was a clear indication of member fatigue.

Ms. Jeanne Darche, Archival Workforce Taskforce French Subgroup, provided an update on the work undertaken by her group. In 2018, the French Subgroup decided to collaborate with the *Association pour l'avancement des sciences et des technologies de la documentation's* (ASTED's) Committee on Professional Competencies, given their shared goals and mandates, and concentrated their efforts on collaborating on the ASTED Committee on Professional Competencies repository for information sciences skills project. They participated in drafting

an inter-association survey on professional skills led by ASTED in May 2018, and decided to create a more specialized repository for archival skills. The choice of repositories to be analyzed was finalized in the summer of 2018, and each member of the Taskforce was tasked with analyzing two repositories of his/her choice. The results will be compiled into one common file. The table of contents for the Specialized Repository of Archival Skills has been drafted and identified tasks were assigned.

In the next few months, the French Subgroup will be focussing on completing the analysis of those repositories, and the results will be merged into one common file to be used for drafting the reference system. The common file will also be submitted to the ASTED Committee on Professional Competencies' Human Resources Specialist, as input into its information sciences skills inventory. The next Taskforce Working Group Meeting is scheduled for November 2, 2018.

B. Awareness Strategy Taskforce

Ms. Jacinthe Duval, Awareness Strategy Taskforce co-lead, provided an update on their consultation group communication strategy. The Taskforce met on October 4, 2018. Most interviews with the three focus groups have been completed and the remainder should be done by October 12, 2018. The Taskforce plans on having the reports for each focus group added to the literary review summaries and it is anticipated that this will be done by the beginning of November. The Awareness Strategy Taskforce will then begin answering questions that need to be answered in order to elaborate their strategy. It is anticipated that this should be finalized by early December 2018, after which the Taskforce will agree on the strategy and plan their work. Ms. Duval asked SCCA members if the Taskforce could amend their Project Charter to indicate one strategy as opposed to two. Members of the SCCA raised no objections as long as it was warranted and duly reflected in the Taskforce's final report, including the reasons why and how it was done.

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

Ms. Erica Hernandez-Read, lead for the Response to the Report of the Truth and Reconciliation Commission Taskforce, advised that work on their literature reviews continues; however, their primary focus at the moment is outreach. They are working closely with Indigenous partners, and during this past summer they finalized their outreach protocol, including draft outreach questions. They identified who would contact which organizations in which regions, and as of mid-September they have been implementing their outreach plans with the Indigenous partners. The timeframe to complete both the literature reviews and the outreach interviews is tight—from mid-September to the end of December—, which means that it is a very busy time for the Taskforce. The Taskforce also received a quote and workshop overview from Dr. Paulette Regan and Ms. Brenda Ireland, who have confirmed their involvement in facilitating the

TRC-TF's reconciliation visioning circle scheduled for the spring of 2019. Ms. Hernandez-Read is currently working on logistics for this event.

4. Discussion on the way forward for the SCCA

Ms. Duranti referred members to the PowerPoint presentation prepared for the discussion, which outlined the current SCCA model, as well as the proposed model for the way forward. Taking into consideration member fatigue as well as the current role of the CCA, Ms. Duranti questioned whether the work currently done by the SCCA could be undertaken by the Canadian Council of Archives (CCA). Mr. Fred Farrell concurred, indicating that, given the taskforces' difficulties in recruiting members combined with the SCCA's mandate that mirrors that of the CCA, he supports the CCA taking on the SCCA's tasks. When asked, ARMA representatives indicated that they would definitely need to be at the discussion table, and ARMA Canada is willing to become a CCA member, however, it would need a solid reasoning and a rigorous plan in place in order to commit to becoming part of the CCA. ARMA would also need to look into the logistics of membership, including membership fees. Ms. Kathryn Harvey indicated that, as a much larger group, the CCA would not provide members with the same level/opportunity of communication that the SCCA provides. Ms. Lara Wilson responded that the small group consisting of the present members of the SCCA, but under the aegis of the CCA, could take on the present responsibilities of the SCCA for the taskforces and for coordination of activities among associations. Another member indicated that, with respect to duplication of work, the SCCA should be going deeper into the issues and their work should be complementary to the CCA, and that the work currently being undertaken by the taskforces was invaluable. Ms. Duranti concluded this discussion by stating that, given member fatigue and the inability of the taskforces to do an adequate job, further consideration should be given to transferring the work from the SCCA to the CCA.

Regardless, the question remained as to how and to whom the taskforces would report in the future, and if it was reasonable to expect that the taskforces would finish their work before the dissolution of the SCCA.

ACTION: Taskforces, in particular the Archival Workforce Taskforce English Subgroup, to advise the SCCA of anticipated project end dates.

Members agreed that, due to taskforce member fatigue, challenges with respect to recruiting and retaining members, and lack of resources, which all impact its ability to do an adequate job, the SCCA would wind down and the work would merge to the CCA. In this context, and taking into consideration that the SCCA duplicates the coordination and communication role of CCA, the SCCA decided to move forward with the development of a transition plan for the inclusion of the SCCA under the CCA. The transition plan, whose draft is to be co-developed by CCA and LAC for approval by the SCCA at its face-to-face meeting at the end

of January 2019, would include elements from the “Canada’s Archives: A New Blueprint” strategy document, on which the Canadian archival community still needs to work.

When asked whether the Secretariat would also move under the CCA, Dr. Berthiaume indicated that the current Secretariat at LAC would continue to exist as long as the SCCA exists. Further review and consideration would be required on this issue once the work was transferred under the CCA.

It was noted that the CCA’s three-year plan ends in 2019 and as such, this is perhaps an opportune time to transition. As there remains some important work to be done on the Blueprint, the CCA was asked to look into adding this work to its next three-year plan.

ACTION: The CCA, in consultation with LAC, will develop an outline of a transition plan for the inclusion of the SCCA under the umbrella of the CCA, to be presented to the SCCA co-chairs, with the intent of discussing it at the next SCCA meeting in January 2019.

Discussion with respect to Members at Large ensued, and SCCA members decided that the tenures for the current Members at Large would be extended until such time as a transition plan is put in place.

5. Conclusion and Next Steps

Members were reminded that the next SCCA meeting is scheduled for January 29, 2019, in Toronto, Ontario. The location has yet to be determined. Details will be provided to members as soon as these are available.