



# 2021-2022 Annual Report

TO BE PRESENTED AT THE ANNUAL GENERAL MEETING

16 May 2022

## Executive Committee Report

The past year was a further period of uncertainty and reduced activities due to the ongoing effects of the global pandemic. Fortunately, the membership of the Executive Committee of the Council of Archives New Brunswick (CANB) remained the same throughout this period which offered a measure of stability.

Our Archives Advisor, Kimberley Maguire, resigned in October to take a new position at the University of New Brunswick. Her skills in administration and her knowledge of preservation definitely will be missed along with her enthusiasm and good humour.

The Executive Committee began the work of hiring a replacement in December. We reviewed the pool of applicants and have hired Renée Belliveau early in March as our new Archives Advisor. She has hit the ground running and will be a positive addition to the Council.

She is an early professional archivist who completed her archival studies at the University of Toronto in 2020. She has been working on contract at Mount Allison University Archives for a number of years and will bring many skills to the role including her complete fluency in both official languages. We look forward to seeing her take on this role and expand the services of the CANB to the membership.

Since the majority of the committee members are now more seasoned, we focused on grant funding opportunities and avoided any in-person meetings to comply with Government of New Brunswick guidelines.

### ***GOVERNANCE***

The core documents were reviewed by the incoming Archives Advisor and will be discussed more fully at the first in-person meeting of the Executive following the annual general meeting in 2022.

We modified our practice with respect to the role of Treasurer and engaged a bookkeeper, Christine Nichols, of Make Cents Bookkeeping in Fredericton. The aim of this change was to reduce the responsibilities of the CANB Treasurer and to allow for a more arm's length approach to the accounting of our financial situation.

### ***OPERATING PROCEDURES***

We continued the work of defining operating procedures into an Operations Manual with the assistance of Archives Advisors, Kimberley Maguire and Renée Belliveau. This document is increasingly important due to the recent turnover of individuals in the role of the Archives Advisor.

The outgoing Archives Advisor left her draft of this document and Renée Belliveau will be building on this listing and formalizing procedures that are new to her or were specifically requested by the Executive Committee. This document will form part of our continuity

plan and help to formalize procedures so that anyone can come into the office and figure out how something is done.

We hope to make the working template available to our membership as a guide for how to prepare this type of document for their own institutions. It is an invaluable tool for any volunteer organization that is seeking to establish best practices that will assist with continuity into the future.

### ***ANNUAL GRANTS TO CANB MEMBER INSTITUTIONS***

During 2021, the Executive Committee issued three calls for grant applications from the membership which resulted in approximately \$60,000 being distributed to CANB member institutions in support of their work to preserve the documentary heritage of New Brunswick. There were two rounds of one-time grants for equipment and supplies in the spring of 2021 and late winter of 2022. There was also a round of conventional grants that were issued for project specific processing in keeping with our normal practice.

The first round of one-time grants for equipment and supplies issued during May 2021 resulted in 19 applications which totaled a request for \$19,476.49. This included request for scanners, computers, archival supplies (i.e. boxes, file folders) and a camera. This was one of the largest responses we have received from the membership in many years.

The call for conventional grants went out on May 3<sup>rd</sup> and 12 applications were received from 9 member institutions by the deadline on May 21<sup>st</sup>. The cap this year was set at \$5000 instead of the usual \$2500 because of extra funds on hand because there were no in-person meetings and very few sites visits. In the end just over \$26,000 was issued for work to be conducted across New Brunswick.

Following the departure of Kimberley Maguire we determined that the funds that we saved in salary costs should be issued as a further envelope of one-time grants for equipment and supplies similar to what we did in May of 2021. The call was issued in February and there were 15 applications which totaled \$14,404.69. The applications were adjudicated in March and the cheques were issued at the end of the fiscal year to the member institutions. The bulk of the requests were for funding for new computers or archival supplies.

### ***RECORDS OF CANB / DESCRIPTIONS DATABASE / WEBSITE***

The incoming Archives Advisor will be tasked with reviewing the current file plan and retention and destruction schedules for the contents of the CANB fonds at the Provincial Archives of New Brunswick.

The ArchivesCANB descriptions database was modified in June 2021 with a focus on place names and authority records. Duplications were removed and the information was consolidated to make for more robust data in this tool which assists with locating New

Brunswick's documentary heritage. General or unspecific terms were replaced with standardized headings in keeping with the Library of Congress subject headings.

An events calendar was added to the CANB website in May of 2021 and allows up to 5 events to be listed at one time.

### ***ARCHIVES ADVISOR***

As I previously mentioned we said farewell to Kimberley Maguire and welcomed our new Archives Advisor, Renée Belliveau. She has begun the process of understanding the role and has jumped in already to begin preparations for our upcoming annual general meeting on May 16<sup>th</sup>, 2022. She has also been working on her first grant application in support of the CANB with the provincial government.

During her initial term with CANB she will be working on a part-time basis from March to June. Thereafter, we hope to hire her on a contractual full-time basis.

I would urge the membership to seek her counsel and to arrange a site visit, training or global preservation assessment to advance the skills of their staff and improve archival management of the holdings. Renée comes to us with a strong background having worked in a small institutional archives. She is fluently bilingual which will support the work of all our members across the province.

We are hoping that she can review the 2015 Needs Assessment and revive that process to get a state of the CANB membership in the immediate post-pandemic period. We are hoping to collate this data and information to create a dashboard of figures and information that will be a useful handout for government and institutions who might be considering membership in the near future.

### ***TRAINING AND PROFESSIONAL DEVELOPMENT***

Most of these activities had to be curtailed because of the pandemic. Nevertheless, we made applications for training opportunities including an offering from the Canadian Conservation Institute. It was unsuccessful but the Association Heritage NB (AHNB) was successful in getting a "Bug bites" workshop which members of CANB were invited to attend on September 22<sup>nd</sup> and 29<sup>th</sup>.

During May 2021 a discussion was held with Anja Hamilton and Kellie Blue-McQuade regarding the Department of Post-Secondary Education, Training and Labour (PETL) to discuss opportunities in archives via the Student Employment Experience Development (SEED) program. Some members had expressed concerns that archives were not receiving the same levels of support so this meeting helped to address some of those concerns.

We were successful in receiving funding from Young Canada Works summer position which allowed us to hire Noah Donovan. He was offered a unique training opportunity that allowed him to learn about the documentary heritage of New Brunswick and to understand processing and best practices relating to archival records. He worked on a

number of projects internally but focused mainly on the Carleton County Historical Society records which were transferred to the Provincial Archives in 2019 and the Kimball Collection for Kingston Peninsula Heritage.

Kimberley Maguire was also involved in the training of incoming summer student assistants at the Provincial Archives of New Brunswick. Her background in conservation and preservation helped to inform the incoming employees about best practices and she offered assistance with questions that were raised during their initial training.

On May 26<sup>th</sup>, 2021 the Archives Advisor led an “Introduction to Archives” webinar. It was conducted in English and French and the resultant recordings were uploaded to the YouTube Channel for distribution to the membership.

The new Archives Advisor will prepare videos in French and English that will assist CANB members to understand the AtoM (Access to Memory) / ArchivesCANB database which is a web-based application for standards based archival description. This will give members more context about the development and use of this platform.

A number of online resources were worked on and ultimately linked to our website including:

- Guide to ArchivesCANB (about our descriptions database)
- Guidelines for Archives in New Brunswick (overview document)

### ***MEMBERSHIP SUPPORT***

The majority of this work was conducted in the form of responses to inquiries or site visits.

Month	Number of inquiries
May 2021	30
June 2021	20
July 2021	10
August 2021	14
September 2021	11
October 2021 – February 2022	n/a
March 2022	12
TOTAL	97

Site visits:

- Keswick Ridge Historical Society – May 2021 (virtual)
- Charlotte County Museum & Archives – June 2021 (virtual)
- Kingston Peninsula Museum – July 2021
- Kings County Museum – July 2021
- Kingston Peninsula Museum – August 2021

- Central Woodmen's Museum – September 2021
- Kingston Peninsula Museum – September 2021

Despite ongoing challenges with lockdowns, etc. the Archives Advisor was still able to reach out to a number of CANB members and offer support.

### ***SPECIAL PROJECTS***

Over the course of 2021-2022 there were two special projects that were largely directed / supported by the CANB.

The first project developed out of an outreach opportunity with St. Thomas University Experiential Learning Program. This initial work led to a partnership with the university to hire a student to create oral history interviews with Indigenous people from all the First Nations in New Brunswick. The student conducting the work was Julianna Peter-Paul. She conducted much of this work during the summer and worked on transcriptions that incorporated Mi'kmaq spelling of various terms that came up in the interviews. Her position was extended through the fall to December of 2022 and during the fall period she worked on a guide to direct CANB members on how to address Indigenous materials in their holdings.

The other special project relates to a question posed by Christine Lovelace (Archivist – University of New Brunswick). She asked about documentation relating to the newspaper heritage of New Brunswick which was also being investigated by the New Brunswick Public Library System. The Provincial Archives had an old newspaper directory that definitely needed to be updated and it was decided that a stakeholders meeting had to be arranged and the planning began in the early fall for this event. The NB Newspaper Forum was held on October 18<sup>th</sup>, 2021 to start the process of updating information and identifying opportunities for digitization and any gaps in the holdings.

### ***CONCLUSION***

This is a brief overview of what the Executive Committee and the Archives Advisor have been working on over the course of the last year. I trust that these activities will strengthen the role of the CANB for the membership and demonstrate good stewardship on your behalf. It has been a pleasure to work for you over this past year. I think that we continue to make progress in the areas referenced in this report.

We appreciate your continued efforts to keep your institutions open and support the goal of preserving the documentary heritage of New Brunswick. The last year has definitely had its challenges and we appreciate your support, willingness to be involved and your strength and determination as we weather a very challenging time.

We welcome all suggestions and the input of the membership. Please feel free to get in touch with any of us with any questions or concerns that you might have.

Sincerely,

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David Mawhinney – President

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Julia Thompson – Vice-President

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Evelyn Fidler – Secretary

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Christine Lovelace - Treasurer

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Ava Sturgeon – Member-at-large