

MAIGazine

A Newsletter of the AAO's Municipal Archives Interest Group

Issue 19

September 2023



Photograph is from the Region of Peel Archives

Robertson Matthews jumping over a haystack, Bolton, July 1911 (PN2008_01444)

What's Inside:

- 2 Message from the Chair
- 3 Meet the MAIG Executive
- 4 News Corner:
 - Archives of Ontario Update: GLAM Wiki Project
 - New Tutorials to Search the Heritage Collections Elgin-St. Thomas Online Database
 - An Online Photo Database of the Oxford County Archives
 - Save the Date: MAIG Annual Open House
- 7 Significant Changes (and an existential threat) at the Region of Peel Archives
- 9 Preserving the Gossip of the Past: Elgin County Archives' Digitization Project
- 13 Finding Florence: Searching for Florence Carlyle's Resting Place
- 18 Meeting Minutes from the 2022 Virtual AGM
- 26 MAIG Financial Statement

Message from the Chair

Welcome to the 19th edition of the *MAIGazine*! For this edition, the Executive put a call out for articles related to “community connections”. After several pandemic years of unfortunate but unavoidable disconnect with the communities we serve, municipal archives are bouncing back and developing innovative ways to reach new and existing audiences. The submissions this year detail a variety of ways archives are enhancing accessibility to their collections via digitization and online engagement, the ways in which we support each other as colleagues, and an important discussion of the necessity to protect the valuable records in archival holdings when faced with threatening uncertainty. Please enjoy!

At the 2023 virtual AGM, Gina Dewaele was re-elected as the MAIG Secretary-Treasurer for the 2023-2026 term. Welcome back Gina! As always, there was also lively and insightful conversation between members in attendance and it was wonderful to hear about the progress many municipal archives are making in spreading awareness of the importance of archives and expanding services and access in inspiring ways.

This year’s Open House event will be held in person on October 20th! This will be another great and much needed opportunity to connect with one another and shine a spotlight on our host, the Bruce County Museum & Cultural Centre. I’m looking forward to seeing all of you at the event; further details can be found in this *MAIGazine* issue.

For the 2023-2024 term, the Executive will be reviewing the MAIG Constitution, and bring forward suggested changes for the Executive Terms of Reference to our members for ratification at the 2024 AGM. Further details on this process will be communicated with members in early 2024.

As always, please feel free to [contact me](#) with comments, questions, or updates.

Warm Regards,

Megan Lockhart

MAIG Executive, 2023-2024

Megan Lockhart, Chair
mlockhart@oxfordcounty.ca

Amber Mandich, Vice Chair
amandich@elgin.ca

Gina Dewaele,
Secretary/Treasurer
gdewaele@elgin.ca

The *MAIGazine* is published annually and distributed as a membership benefit by the AAO.

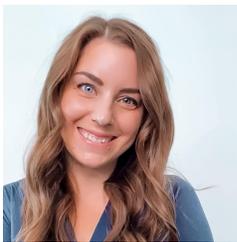
Contents of this newsletter may be reproduced in whole or in part provided that credit is given.

If you have any questions about MAIG or would like to get involved, please feel free to contact our executive.

Meet the MAIG Executive



Megan Lockhart is the current Chair of MAIG for the 2021-2024 term. She has occupied a role in the MAIG Executive since 2018, previously sitting as Vice-Chair from 2018-2021. She holds a BA in History from Western University (2015), a Fine Arts Diploma in Cultural Resource Management, and a Professional Specialization Certificate in Collections Management from the University of Victoria (2018). Since March 2018, Megan has worked as the Archives Technician at the Oxford County Archives. Prior to her current position, she occupied various roles at the St. Marys Museum & Archives including Curatorial Assistant, Archives Assistant, and Digitization Project Coordinator. Megan is also currently volunteering her time as the Secretary of the Elgin Oxford Network Association of Curators, Archivists & Directors. Megan can be contacted at mlockhart@oxfordcounty.ca or by phone at 519-539-9800 ext. 3070.



Amber Mandich is the current Vice Chair of MAIG for the 2021-2024 term. She holds a Master's Degree in Library and Information Science with a specialization in Archives and Records Management, a postgraduate certificate in Museum Management and Curatorship, and a BA in Bioarchaeological Anthropology. Since April 2017, Amber has worked as the Archivist Assistant at Elgin County Archives. Prior to her current position, she worked in various roles at The Royal Canadian Regiment Museum, Fanshawe Pioneer Village, the Canadian Medical Hall of Fame, and Museum London. Amber can be contacted at amandich@elgin.ca or by phone at 519-631-1460 ext. 127.



Gina Dewaele has been the Secretary-Treasurer of MAIG since 2014, and will continue to be the Secretary-Treasurer for the 2023-2026 term. She holds a Masters of Library and Information Science degree from the University of Western Ontario (2002) and has been the Archivist Assistant at the Elgin County Archives since October 2002. In addition to her Secretary-Treasurer position with MAIG, she has been the Treasurer for the Southwestern Ontario Chapter since 2010, and has served on the ARCHEION Committee of the AAO. Gina can be contacted by email at gdewaele@elgin.ca or by phone at 519-631-1460 ext. 154.

News Corner

Archives of Ontario Update: GLAM Wiki Project

Submitted by: Sean Smith, Archives of Ontario

The Archives of Ontario has uploaded over 6,500 high resolution images from its collection to the Wikimedia Commons as part of its [GLAM Wiki project](#). All of these images are free to download and use and were uploaded under the principle of open access.

Municipal archives, and the municipalities they serve, will be interested to see that content covers many places in Ontario. Of note, the AO has uploaded a complete set of photographs (1201 in total) from the [Motion Picture Censorship Theatre Inspection Branch](#) (RG 56-11). These photographs were originally submitted, upon the order of the Theatres Inspection Branch, as visual proof of compliance with safety standards. For each theatre, there are four to ten photographs showing seating areas, lobbies, stages, and exterior front and rear shots of the theatre buildings. They were taken in the late 1940s / early 1950s and document theatres in many towns and cities in Ontario. There is a certain nostalgic quality to these photographs, especially since many of the theatres that they document no longer exist or have been repurposed. The AO has also uploaded ca. 750 [Tourism Promotion photographs](#) (RG 65-35) and intends to continue to add to this gallery over the course of the upcoming months.

If you can't find your community in any of these photographs, don't worry. The AO has you covered. It has also uploaded copies of the [Official Road Map of Ontario](#) (RG 14-100) dating back to 1923.

New Tutorials to Search the Heritage Collections Elgin-St. Thomas Online Database

By: Gina Dewaele, Elgin County Archives

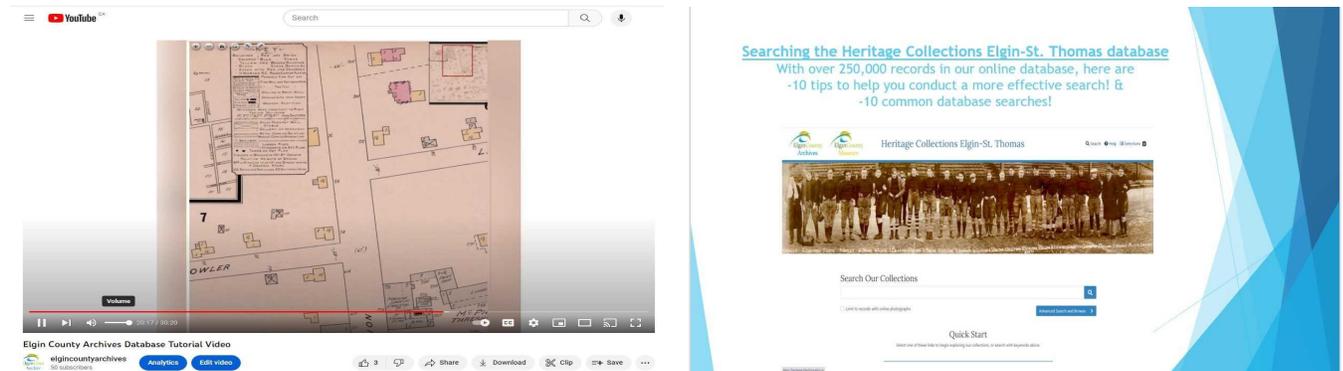
Currently, the Heritage Collections Elgin-St. Thomas online database contains approximately 280,000 records. And includes approximately 300,000 digitized images and documents. As we process more collections and digitize more records, we have realized the need to assist the public with ways to search and access our collections.

A few years ago, Archivist Assistant Amber Mandich created brochures on the topics of Genealogy and Property History. These helped researchers to identify resources, both at the archives and online, that could assist them in their search. Amber also developed workshops on the topics of Genealogy, and Property History, to assist people with the actual method of conducting their research.

With two significant upgrades to our online database between 2021 and 2022, and the addition of the records of the Elgin County Museum and ten other local heritage organizations, we

decided it was time to identify and provide tips to the public on how to conduct an effective search of our database.

We decided to create a guide on searching the online database, and to link the guide to our home page, so that it is easy to access. The guide includes ten tips to conduct an effective search of our database, as well as tips to specifically search the most common inquiries. In addition to these guides, we also created a YouTube video with actual demonstrations on conducting database searches. To view the guide and video, you can visit our [website](#).



We have found that the brochures and workshops have been a very useful tool in assisting our researchers, and we hope that the newly-created database guides will help them to continually discover our ever-growing collection of valuable local history records!

An Online Photo Database for the Oxford County Archives

By: Megan Lockhart, Oxford County Archives

In our holdings at the Oxford County Archives, we have over 3,000 photographs and postcards, not including our extensive collection of negatives from the Woodstock Sentinel-Review newspaper. We have been trying to find ways to make the images more accessible to the public, especially through online engagement. We're now very excited to announce that we have a subscription to the VITA Digital Collections Toolkit.

Through Vita Digital Collections, we've created an online photograph and postcard database called "Archived Oxford: A View into Oxford County's Past". The database is keyword searchable and has a great geographic feature which allows us to pin exactly where the photo was taken on Google Maps. We can also include all the corresponding metadata for each record and choose which information/data is publicly viewable or saved privately. Currently, we are uploading the images at a smaller size and lower resolution, with a note that higher resolution images are available at the archives. We're hoping this will provide us with more control over the reproduction of the images while still having the photos and postcards available online for research purposes. Another option we love is the "Mystery Question". We can attach a Mystery Question to any image and have members of the public respond in a comment section, which is

exceptionally useful for unidentified photos. We receive notifications when there is a new comment, and it is not published on the website until we approve it.

We're still in the early stages of uploading records to the database and we're currently focusing on our postcard collection. We receive monthly analytics from the site as well and have already had visitors from not only Oxford County, but Toronto and Michigan as well. Once we have our postcard collection completely added, we plan on publishing a new release about the projects and linking the database on our main website to bring in even more virtual traffic. To check out the database so far head to <https://vitacollections.ca/archivedOxford/search>.

Save the Date: MAIG Annual Open House

By: MAIG Executive

We're very excited to announce that this year's MAIG Open House will be hosted by the Bruce County Archives at the Bruce County Museum & Cultural Centre! Please join us and our gracious host, Deb Sturdevant, on Friday, October 20th in Southampton, Ontario, as we explore museum exhibits, the collections and facilities of the archives, the Historic Saugeen Métis Interpretive Learning Centre (HSMC), and Aunt Annie's Cottage. As always, a delicious lunch will also be provided by local caterers. The annual Open House Meeting is a great opportunity to connect and network with your municipal archive colleagues from across the province.

Visitors to the HSMC learn about the historic Métis community who lived, fished, hunted, trapped, and harvested the lands and waters of the Bruce Peninsula, the Lake Huron proper shoreline and its watersheds. Artifacts on display include Métis clothing, tools, bead work, wampum and more. Aunt Annie's Cottage was the home of Angelique "Aunt Annie" Longe, a Métis woman born on the banks of the Saugeen River in 1844. The home is one of the oldest in Southampton.

Please note: Some locations will be accessed by foot, so please wear good walking shoes, and be prepared for rain.

Please RSVP by Wednesday, September 27th to: Gina Dewaele, MAIG Secretary-Treasurer: gdewaele@elgin.ca or call 519-631-1460 ext. 154. **Please make note of any dietary restrictions or allergies with your RSVP.**

When: Friday October 20th, 2023 - 10:00 am – 3:45 pm
Where: [Bruce County Museum & Cultural Centre](#) (33 Victoria St N, Southampton, ON)
Agenda: 10:00am-12:00pm: Welcome & Tour of [Bruce County Museum & Cultural Centre](#), including the archives
12:00pm-1:00pm: Lunch and Conversation
1:00pm-2:15pm: Tour of the [Historic Saugeen Metis Centre](#) & Aunt Annie's Cottage
2:30pm-3:45pm: MAIG Meeting

Photo highlights from the 2022 MAIG Annual Open House at the Museum of Dufferin:



Significant changes (and an existential threat) at the Region of Peel Archives

By Kyle Neill, Region of Peel Archives

After a little more than eight years at the helm, Peel's Regional Archivist Jim Leonard has retired, and I am very pleased to announce that the Region saw fit to promote me into that top archival spot! I was thrilled to accept based on my long-standing interest in and work on challenges posed by Peel's complex government deposit. My colleague Samantha Thompson has also been promoted and has taken over from me as Peel's Senior Archivist. She will be well known to many in the Ontario archival community, being one of the authors posting on our popular Peel Archives blogsite (www.Peelarchivesblog.com), and also the driving force behind the repatriation of some wonderful Standing Bear records found in one of our fonds to the [Oglala Lakota College Archives](#) in South Dakota.

Another big change as of late relates to our resourcing. Earlier this year, Regional Council received a commissioned [consultant study](#) that found that the Peel Archives is woefully under resourced across all main metrics, including budget, staffing, and processing & storage space. Council thus granted us an immediate budgetary increase to set up additional offsite capacity and agreed to create two new fulltime archivist positions as part of the 2023 budget cycle, with support for adding an additional five positions by 2025.

Unfortunately, all of this great news has been overshadowed by the Province's announcement that the Region of Peel is to be dissolved as of the first of January 2025 (via Bill 112). A Transition Board has been appointed by the Province to oversee the process, and our

understanding is that their recommendations for the practical business of dissolution are expected in the fall of 2024. We have also been advised to be on call to provide records and information at short notice.

This has thrown most of our plans into disarray, with the Region grappling as best it can with its impending demise. My primary concern amidst this turbulence is the safety and cohesion of the immensely valuable archival collection under my team's care.

Just prior to the Province's announcement, I published "[Peel's shared archival legacy](#)" on our blog, wherein I point out that Peel has existed as a named municipal entity, in one form or another, since 1852, not 1974 as is often mentioned by politicians and the news media as of late.



Given its deeper than appreciated Victorian-era roots, Peel has been home to a range of townships, villages, and towns that at one time or another made up the former County of Peel (1852-1973), as well as their successors, the modern-day municipalities of Mississauga, Brampton and Caledon, forming the Region of Peel, 1974-2024.

Peel's long existing geopolitical administrative structure has resulted in a high level of interconnectedness between and among the archival records generated in the area, both those created and collected by the numerous local area governments that have worked together over time, but also the archival records of organizations, businesses, and private citizens who often moved across or straddled township and village borders within Peel.

As a result, the complementary nature of many of the fonds and collections in our care means that the archival collection is actually much more than the sum of its constituent parts, and therefore cannot be easily dismantled or parcelled out to other existing archival programs or hypothetical archival successors. Other complications involve how to account for records on long-term loan to us from Peel predicated bodies, including the Peel Land Registry Office, the Peel District School Board, and the Dufferin-Peel Catholic District School Board.

As of writing this piece, I have no idea what the future will hold for us or the collection. Will the Peel Archives survive as a shared service within a new Peel Area Services Board, as may be happening with Peel's water, policing, and emergency services programs? Or will we be forced to close, severing archival bonds by dispatching records to various successor programs? Or even worse, will there simply be no (shared or otherwise) archival entity anywhere in the former Peel area as of 2025? I do not have these answers, but a key task on my plate going forward will be to advocate and to work with area partners, as much as I can give certain limitations included in the legislation, for the best possible outcome for this program and its wonderful records.

If nothing else, this is an interesting and challenging time to be taking up the mantle of Peel's Regional Archivist. Peel's Archival and Record's Management team will be navigating unprecedented Canadian waters, striving to safeguard a complex archival collection amidst a full dissolution of the upper tier government responsible for that collection. It is of course my fervent hope that the Peel Archives will continue to exist in some form, so that the important work that we do here on behalf of the residents of Mississauga, Brampton, and Caledon can continue into the future.

Peel's archival staff are known for their advocacy work in helping to explain archival functions to a broad audience. We will bring that same passion to protecting our collections, their archival bonds, and the evidence captured in them throughout this difficult and (at this point) murky process. Our colleagues and users can count on us to raise our voices whenever we can. We thank you for any and all public and private expressions of support.

Preserving the Gossip of the Past: Elgin County Archives' Digitization Project

By Natysha Rieger, Elgin County Archives

Before Facebook, Twitter, CBC Radio, and other social media and news outlets, we had our noses buried in newspapers. These historical gems provided our ancestors with the latest gossip, local, national, and international news, births, marriages, deaths, and much more. Now, these seemingly mundane daily papers hold a wealth of information for historians and researchers to better understand the events, beliefs and morals of the past.

The Elgin County Archives has recently undertaken an extensive newspaper digitization project. Much like how we keep screenshots of our texting conversations for later, we are preserving our local newspapers in a similar manner.

Brief Overview of Project:

Since starting the Digitization Project in 2019, we have made significant progress digitizing the local daily and weekly newspapers of Elgin County and St. Thomas. In partnership with the Elgin County branch of the Ontario Genealogical Society (OGS), significant funding from the Estate of Donna Vera Evans Bushell, and the Blinder Family Foundation, Digitization Assistants have been able to scan more than 540 years of newspapers, spanning 36 newspaper titles from the *Aylmer Express (1881-1974)*, *Dutton Advance (1889-2001)*, and the *Rodney Mercury (1887-1995)*, as well as smaller community newspapers like *Our Community Press*, and the *Village Voice*.



With the large number of different newspapers that are housed at the Archives, the project was separated into two phases. First, the weekly newspapers, which consist of one issue published every week. These additions are mostly kept on microfilm and were digitized using our microfilm readers. With the first wave of our digitization project complete, staff moved into the second phase, which consists of our collection of daily newspaper issues. The digitization process of the original issues of the *St. Thomas Daily Times*, *The St. Thomas Evening Journal/ The St. Thomas Journal*, and *The St. Thomas Times-Journal* consists of four simple, yet time consuming steps: Preparation, Scanning, Storing, and Record Creation. Since starting the digitization of the physical copies

of the St. Thomas Newspapers in the fall of 2021, over 151,000 pages have been scanned and added to our database.

Description of Process:

Step one: Preparation! Although this is only the first step, it requires a significant time investment and is a critical part of the digitization process. Unlike the newspapers we have on microfilm, the St. Thomas daily newspapers are all original physical copies. These newspapers are very fragile and, in some cases, may break apart easily, meaning that they need to be handled with the utmost of care.

Preparing these original newspapers for scanning is a very tedious and time-consuming job. Most of our oldest newspapers are *case-bound* hardcover books that contain anywhere between two to six months' worth of daily newspapers. (*Case-bound* books feature sections that are sewn together before all the sections are glued to the cover spine.) Before scanning, each book needs to be carefully removed from its bindings. This means cutting away the old

glue and threads that attached the pages to the spine, being careful to avoid rips and tears. Some pages may be stuck together due to some previous repair attempts and require more care. For those in our collection that are not contained in hardcover books, the preparation process is a little different. Newspapers that are housed in large flat archival boxes need to be checked for any misplaced dates and reorganized if necessary.



The April 1914 edition of the St. Thomas Journal waiting to be scanned.

Since this process takes time and some manual labour to complete, it is best to take a couple of breaks to read some of the interesting articles that appear in the newspaper! Once the newspaper books are unbound and the dates are properly sorted where needed, it is time to move onto the next step.

Step 2: Scanning! Now that we are done preparing the newspaper, we are ready to start the scanning process. With our Kaiser overhead scanner, we are able to capture high quality images of large-scale documents, including newspapers and other textual items. The camera on our rig is able to reach heights of 139 cm from the scanner bed, allowing the archives to utilize it for various materials.

Before we officially start scanning the newspapers, we must first select the correct settings in our scanning program. We have to change the lighting, contrast ratios, and saturation levels. For our newspapers it is best to have a high contrast ratio and low saturation levels to even out all the tones and produce the best image for reading. After this, we just need to set our scan area to the size of the paper. Once all of our scanning parameters are set, we are ready to start scanning!

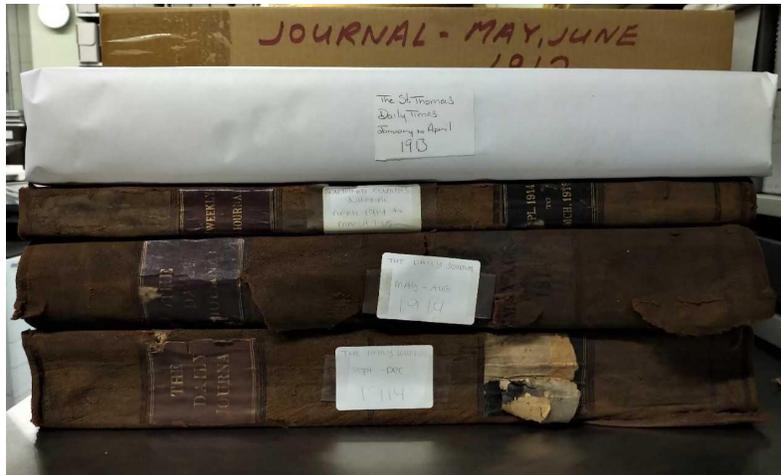


The Digitization Assistant's working station. They are hard at work scanning every page by hand!

During this process we need to carefully scan each and every page until the book is completely done. Some daily issues consist of either eight, ten, fourteen, sixteen, or in some rare cases twenty-four or forty pages per day (this includes both the daytime and evening additions). Depending on the condition of the newspaper, some pages may be in pieces and will need to be put back together as neatly as possible. Furthermore, some issues may have folds or crinkles in them that need to be straightened or held down. We do this with either our fingertips or small archival weights.

This section of the digitization process is best done while listening to your favourite podcast, audio book, or musical artist as it can be rather monotonous at times. However, this is also a good time to stop and read a couple of the interesting articles that you may have missed during the preparation stage! At the end of the scanning process we will have produced a large multi-page PDF file that is then saved into our system where it will be paired with a database record.

Step 3: Wrap and Store: After the scanning process has been completed, it is time to wrap the newspaper up in archival quality paper. This ensures that the loose pages will stay together. Labels are created and attached to the wrapping where they are visible and easy to read. Once the newspaper is all wrapped and secured like a present it can be stored in its designated space in storage.



A before and after photograph of the digitization process. The January to April editions of the St. Thomas Daily Times have been finished and wrapped up for safe-keeping, while the others are patiently waiting to be digitized.

Step 4: Creating Records: Once the newspaper has been scanned and a PDF has been saved, we need to create a database record. This will allow users to access and read the PDF and other information about the newspaper on our online database. As the records are saved to our database, they are automatically added to our newspaper finding aid, which can be accessed here: <https://heritagecollections.elgin.ca/findingaid/newspapers>. This feature allows users quick and easy access to our entire digitized newspaper collection.

We hope that we have piqued your curiosity about the gossip of the past and our efforts to digitize our newspaper collection. If you have any questions about the digitization project or need assistance navigating the Newspaper Finding Aid, please do not hesitate to contact Elgin County Assistant Archivist Gina Dewaele at: gdewaele@elgin.ca / 519-631-1460 ext. 154.

Finding Florence: Searching for Florence Carlyle's Resting Place

By: Megan Lockhart, Oxford County Archives

We love a good mystery at the Oxford County Archives, especially one that can be solved and provide us with an opportunity to work with our exceptional worldwide community of colleagues in the archival and cultural heritage fields! When staff at the Woodstock Art Gallery reached out to us earlier this year with a request for help with finding the final resting place of local artist Florence Carlyle, I couldn't wait to take on this special research project. The location of where Carlyle was buried has been unknown for many years. It was known, however, that after leaving her hometown of Woodstock, Ontario, she lived out the rest of her adult life in England, where she eventually passed away at her home with her longtime friend and potential

life partner Juliet Hastings. Whether or not she was buried in England remained a mystery for a long time.



Florence Carlyle, from Wikimedia Commons, courtesy of the Archives of Ontario (I0007832)

Before I delve into the whole story, I'll provide a bit of background on Carlyle. Florence Carlyle was born in 1864 in Galt, Ontario. As a young girl, Florence moved to Woodstock with her family where she developed an interest in art at school. Wanting to encourage her daughter to develop her talent and explore her interests further, her mother began organizing art classes in Woodstock and even established an art studio at 369 Simcoe Street. In 1883, Florence had her artwork on display at the Ladies Department of the Toronto Industrial Exhibition (now the Canadian National Exhibition better known as the CNE). It was there that she gained recognition for her talent internationally when the Duke and Duchess of Argyll, from the United Kingdom, purchased one of her pieces.

In later years, Florence studied art in Paris, France, under the tutelage of internationally acclaimed Canadian artist Paul Peel. Despite her recognized talent, she struggled to find an academy in Paris that accepted women. She eventually attended the Académie Delécluse which strongly supported female artists and provided more space for female students than male students. Florence finished her studies at the prestigious Académie Julian. She was granted permission to exhibit a painting at the Paris Salon (the official art exhibition of the Académie des Beaux-Arts) in 1893, a dream for many artists. In 1896 she returned to Woodstock where she set up her own studio, another in London, Ontario, and eventually one in New York City. A

year later she became the first woman to be elected an Associate at the Royal Canadian Academy of Arts.

It has been speculated by historians that Florence was part of the 2SLGBTQIA+ community and that Florence's long-term roommate and travel companion, Juliet Hastings, was her romantic partner. Florence met Juliet in England in 1911. By 1913, the pair had settled together in a cottage known as "Sweet Haws" in Crowborough, England after traveling throughout Europe and were lifelong companions thereafter. Juliet also acted as Florence's model for many of her paintings. Carlyle eventually passed away in the cottage in 1923 after several years of illness. Many of Carlyle's artworks are part of the permanent collection at the [Woodstock Art Gallery](#).

Returning to the main portion of this story and the big question: was Carlyle buried in England or was her body brought back home to Ontario, Canada? After spending a few weeks researching I was able to find the answer, and the journey to get to the answer was an interesting one! My search first began online, using the [Family Search](#) website and [Ancestry](#). While it is important to keep accuracy in mind when using web resources like this, I find they are often great starting points when little information is available to you. I had success in finding the 1923 Death Registration for Carlyle, which listed her as being 58 at the time of her death, and confirmed that her death was registered in Uckfield, a town not very far from her residence in Crowborough. Utilizing the records we have available to us at the Archives, I was very certain that she was not buried in Oxford County, Ontario, and was likely buried somewhere in East Sussex, England. I was also able to find the probate for her assets online which further confirmed her residence as Crowborough, East Sussex. Her death was registered on May 2, 1923; unsurprisingly, the probate was assigned to Juliet.

CARLYLE Florence of the Cottage Sweet Haws Crowborough
Sussex spinster died 2 May 1923 Probate **London** 5 June to
Juliet Hastings spinster. Effects £1385 11s. 1d.

This may sound silly, but sometimes a good old "Google search" can also be helpful. An article popped up written by a former staff member at the [McIntosh Gallery](#) at Western University which contained valuable biographical information on Carlyle, including a note that Carlyle was buried in a cemetery not far from where she lived in East Sussex. This was exciting as it was the first confirmation I saw that she was buried in England! I got in touch with a staff member at the Gallery who provided me with a list of resources used for the article that mentioned that Carlyle

was buried in England (thank you Luvneet!). This gave me further hope that I should be able to narrow down her burial location.

I began looking to determine if there are any archives located in the Crowborough area. This led me to [“The Keep”](#) and one of its partners: the East Sussex and Brighton and Hove Record Office. I had my fingers crossed that someone at the Record Office would be able to track down burial records for her. Drew at the Record Office was exceptionally helpful as, despite not having the Crowborough Church burial registry in their records, he suggested contacting the [Crowborough Town Council](#) directly and offered to have someone take a photo of her grave if the plot number was available.

BURIALS in the Burial Ground of the ... in the County of ...					
NAME.	Age.	Quality, Trade, or Profession.	Date of Death.	Place or Parish where Buried.	Place or Parish where Buried.
No. 9121		John ...	24 April 1730	The Church of St. ...	St. ...
No. 9122	54	Ann ...	7th April 1730	St. ...	St. ...
No. 9123	37	John ...	10th April 1730	St. ...	St. ...
No. 9124	57	John ...	24 April 1730	St. ...	St. ...
No. 9125	30	John ...	14th April 1730	St. ...	St. ...
No. 9126	25	John ...	7th April 1730	St. ...	St. ...
No. 9127	38	John ...	18th April 1730	St. ...	St. ...
No. 9128	65	John ...	28th April 1730	St. ...	St. ...

Florence Carlyle burial registry, courtesy of Crowborough Town Council.

My next step was working with the Allotments & Cemeteries Officer, Clair Gilbert, with the Crowborough Town Council. Using burial records, Clair was able to confirm that Carlyle was buried in the Herne Road Cemetery in Crowborough and provided the exact plot number. Finally receiving that confirmation was so thrilling! Clair kindly offered to send me photos of the grave itself and I also received photos of the grave from Steve Selby, a colleague of Drew at The Keep. Carlyle’s headstone is small and unassuming, despite being larger than life herself as a female pioneer in the art world during the 19th century. Her connection to Woodstock is noted on the grave. It also includes a simple and moving message: “Loving and beloved”.



Florence Carlyle Grave, courtesy of East Sussex Records Office

After a few weeks of “detective work” we finally have the answer to where Carlyle was laid to rest, and our records have now been updated. Without the assistance of several wonderful individuals, I’m afraid I never would have found the answer! I am very thankful for their help, time, and advice and am also thankful for the technology we have today to stay connected with others globally. The enthusiastic willingness to lend a helping hand that I continually witness from the GLAM (Galleries, Libraries, Archives, Museums) community never ceases to inspire me.

I want to thank the following people for their help with my research, and Mary Reid at the Woodstock Art Gallery for sending me on this interesting journey:

- Luvneet Rana at the McIntosh Gallery/Western University
- Drew and Steve Selby at the East Sussex and Brighton and Hove Record Office/The Keep
- Clair Gilbert and The Crowborough Town Council

During my research, I was led to a new question – where exactly was the “Sweet Haws Cottage” located in Crowborough? Was it on Sweet Haws Lane somewhere, and if so, is it still standing today? That is another mystery for another time!

Municipal Archives Interest Group - Annual General Meeting Minutes

May 10, 2023

Virtual Meeting

Executive Present:

- Megan Lockhart, Oxford County Archives, Chair
- Amber Mandich, Elgin County Archives, Vice-Chair
- Gina Dewaele, Elgin County Archives, Secretary-Treasurer

Present:

- Maria-Lise Dobri, Ajax Public Library
- Deb Sturdevant, Bruce County Museum & Cultural Centre
- Krista Keller, Bruce County Museum & Cultural Centre
- Marisa Purdy, Burlington Public Library
- Lauren Bridges, The Regional Municipality of Durham
- Alex Goddard, Grey Roots Museum & Archives
- Karin Noble, Grey Roots Museum & Archives
- Kate Jackson, Grey Roots Museum & Archives
- Michael Molnar, Huron County Museum Archives
- Krista Taylor, Middlesex Centre Archives
- Paul Henry, City of Ottawa Archives
- Liz Dommasch, Oxford County Archives
- Ellen Millar, Simcoe County Archives
- Jamie Levy, Simcoe County Archives
- Jenna Kondo, Simcoe County Archives
- Jennifer Huddleston, Simcoe County Archives
- Kamryn Loney, Simcoe County Archives
- Matthew Fells, Simcoe County Archives
- Olivia White, Simcoe County Archives
- Eva Lee, York Region Archives

1. Call to Order

Megan Lockhart called the meeting to order at 1:06 p.m., welcomed everyone attending, and read a Land Acknowledgement Statement.

2. Approval of the Agenda

The Agenda for the meeting was presented.

Motion to approve the Agenda: Liz Dommasch

Seconded by: Ellen Millar

Carried.

3. Approval of the 2022 AGM Minutes

There were no omissions in the 2022 AGM Minutes.

Motion to approve the Minutes: Karin Noble

Seconded by: Krista Taylor

Carried.

4. Report of the Chair

Megan read the report below to members present. No comments were made.

MAIG's annual newsletter, the *MAIGazine*, was published in September 2022. "New perspectives in archives" was the theme for this edition, highlighting the transformations municipal archives have experienced in a "post-pandemic" world and the innovative projects that were undertaken in the process. Six updates from municipal archives and professionals were shared in this year's edition. The Executive would like to thank our colleagues who contributed to the newsletter and look forward to this year's submissions. Also published in this edition were the results from the COVID-19 Pandemic Recovery Survey, a collaboration between MAIG and the IDC. The results are available on the MAIG webpage.

In October, 2022, MAIG members attended the first in-person Open House since 2019. The event featured guest speakers Sahana Puvirajasingam, Alex Avdichuk, and Gabrielle Major. The Executive would like to thank our guest speakers for providing insightful presentations and the Dufferin County Archives for hosting the event. The Open House meeting followed with twelve members attending.

Last year, the Municipal Archives Interest Group's Annual General Meeting was conducted virtually via Zoom on May 25, 2022. A total of twenty-six MAIG members, including the Executive, attended. Four motions were passed during the AGM, adopting the 2022 AGM agenda, approving the minutes from the 2021 AGM, and approving the 2022-2023 financial report and budget.

This year, the MAIG Executive will conduct the AGM virtually for its members during the AAO Conference on May 10. Members will be asked to take part in the approval of the 2022 AGM minutes, the adoption of the 2023-2024 financials and budget, and the election of the MAIG Secretary-Treasurer for the 2023-2026 term.

5. Financial Reports

a. Financial Report, 2022-2023

b. Approval of the Budget, 2023-2024

Gina provided an overview of the 2022-2023 Financial Report and proposed 2023-2024 Budget. Megan noted that now that Open Houses are being held in person, and catering is needed, the Executive has increased the amount we are requesting from the AAO. No comments were made.

Motion to approve the 2022-2023 Financial Report and 2023-2024 Budget: Paul Henry

Seconded by: Amber Mandich

Carried.

6. Future Open Houses

Megan announced that the Bruce County Museum & Cultural Centre has graciously offered to host the Open House this year with a tentative date of Friday, October 20th. The Executive will be working with Deb Sturdevant to plan the event, which will be advertised later this summer and in the upcoming edition of the *MAIGazine*.

Megan noted that the Executive is looking for a volunteer archive to host the 2024 Open House. Will remain TBD for now. Oxford County Archives is willing to host it in 2025.

Paul Henry offered the City of Ottawa Archives as a host for the Open House in 2026, in celebration of its 50th anniversary.

The Open House schedule is now as follows:

- 2023 - Bruce County Museum & Cultural Centre
- 2024 - To be determined
- 2025 - Oxford County Archives
- 2026 - City of Ottawa Archives

7. Other Business

a. Election of Secretary-Treasurer

Megan advised that only one nomination had been received for the Secretary-Treasurer position – Gina Dewaele. Asked for a call from the “floor” for other nominees. No other nominations were brought forward from the “floor”.

Seeing no additional nominations, Megan brought forward a motion to elect Gina Dewaele as Secretary-Treasurer. Members were asked to vote to elect Gina Dewaele as Secretary-Treasurer for the 2023-2026 term, with a majority voting in approval. By majority consent (at least two-thirds of members in attendance), Gina Dewaele was elected Secretary-Treasurer (2023-2026).

b. Review and Discussion re: MAIG Executive Terms of Reference

Megan discussed a future potential project for the Executive: drafting Terms of Reference for the Executive positions. While doing so, an additional Executive position could be added (Past-Chair, 1-year term), and the terms of the current Executive positions could be shortened from 3 years to 2 years. This would hopefully encourage more people to get involved in MAIG. Asked members in attendance for their thoughts.

Ellen Millar pointed out that there is a MAIG Constitution (drafted in 2005) which outlines the Executive Terms of Reference. Ellen will forward on to Megan for review. Ellen also noted that it would be beneficial to keep the Executive terms staggered, that way there is at least one position overlapping for each new term. Megan agreed. As there are already Terms of Reference in the Constitution, the Constitution will have to be amended, with potential updates reviewed by members 30 days prior to the 2024 AGM. The amendments to the Constitution will be reviewed and approved by members at next year's AGM, then brought to the AAO Board for Executive approval.

Paul Henry suggested geographic diversity for the Executive positions as well, to have better representation across the province. Megan agreed that this would be beneficial and will be noted for future elections.

The Executive team will work on updating the Constitution this summer and fall.

c. Message from Kelli Babcock, Archeion Coordinator

On behalf of Kelli, Megan let members know that there will be drop-in Zoom Archeion support sessions with Kelli on Mondays from May to August (12:00 p.m. - 12:40 p.m.). The sessions will include a recorded instructional video (also available on the AAO's YouTube channel) and a question period with Kelli. Contact Kelli Babcock for more info.

Kelli is also working on adding more documentation and resources for Archeion on the AAO website.

8. Roundtable

Krista Taylor, Middlesex Centre Archives

The Middlesex Centre Archives (MCA) is pleased to have resumed "normal" hours again for the public. Our research requests and visits have increased, and we're pleased to be welcoming researchers again.

On April 1st MCA hosted the annual Heritage Fair at the Delaware Community Centre. More than twenty local heritage organizations were involved with the displays. The 2023 event is the best one hosted to date with the number of visitors, exhibitors, and variety of activities. At the Heritage Fair, MCA kicked off the celebration for the 10th anniversary. Special events, partnerships or activities will take place from April to the end of the year to promote the 10th anniversary.

MCA has continued to accept donations, with a noticeable increase in the number of donations and the physical size of the donations. In the past six months MCA accepted the archives of the Middlesex 4-H Association, accruals for the Delaware Lions Club, and prominent family collections. This is encouraging and reinforces the significance of the MCA's purpose (and the need for a county facility!).

Communication with the Municipality of Middlesex Center continues in hopes to find a mutually beneficial solution to provide future access to documents of historical value for researchers.

MCA received a DHCP grant in 2023 to digitize the documents in the collection pertaining to the Marsh Store, Mills, and businesses in the community of Coldstream, Lobo Township. A focus is also on the activities of the Society of Friends (Quakers) who established the hamlet. The project is ending (an extension was granted) and more than 25 store, mill and telegraph ledgers, along with several hundred photographs and documents have been digitized to highlight the contributions of this unique community. The digitized versions of the material will be available for use in the Archives' Reading Room on the reference computer.

Summer/Fall 2023 should see the beginning of the implementation of a database. AtoM has been chosen. The funds were acquired from the Municipal Council Grant. Everyone is looking forward to this project starting, with the realization it may be a long, and frustrating process – but totally worth it!

The request for both the archivist and board members to speak at historical societies, service clubs, etc. has increased. Krista has been speaking about digitization for personal collections and the importance of making plans for personal archival / genealogical collections to avoid destruction or loss in the future.

Our presence on social media has increased significantly in the past year, promoting MCA's collection, activities, recent donations, etc. Social media may be the reason the Heritage Fair was so well attended with consistent promotion.

MCA recently published the London Township Historical Landmarks Driving Tour booklet. This concludes the project that began as part of the Canada 150 project to document buildings that still exist that date to prior to 1870. This booklet is one of the ways that MCA fundraises for operating funds.

Committee to Establish a Middlesex County Archives (CEMCA)

The Committee continues to meet and plan, encouraging others to become involved and support the establishment of a county archives for Middlesex County. Wherever possible, the literature and message are shared, including at the Heritage Fair and social media of the various supporting groups.

On March 14, 2023, CEMCA Chair Carol Small, MCA Archivist Krista Taylor and CEMCA member Dr. David Elliott gave a brief presentation to Middlesex County Council, followed by questions from members of Council. This presentation led to the organization of two tours for Council Members to tour the archives of neighbouring counties. The Committee is grateful for the support and time of Lambton County and Elgin County who hosted Middlesex County Council members and providing the opportunity for them to learn about two different, but excellent archival programs. CEMCA remains optimistic, yet cautious as they continue to work with community supporters and politicians.

Oxford County Archives:

Liz Dommasch (Archivist) and Megan Lockhart (Archives Technician) presented at the 2023 AAO Conference within the theme of "connecting with our communities and contributing to community wellbeing through outreach". We discussed various outreach projects that have allowed the Oxford County Archives to expand the services they provide to a wider range of people living in Oxford County, and how meaningful connections and relationships were fostered during the process.

We have also been working with the Area Municipalities to transfer their records to the Archives' holdings, centralizing these records in one location. During this process, some earlier records, such as poll books and township by-laws, have been digitized and are now publicly available on our website. Another collaboration we are currently working on is developing programming for EarlyON, which is now county-run. We've been invited to provide resources and information on some of the historical buildings in the county courthouse square for EarlyON's stroller walking tour.

February was a busy month as our staff members were invited to take part in numerous Black History Month events and celebrations throughout the county and at Museum London. We created a mobile exhibit that we set up at the events, with a staff member attending to answer questions and represent Oxford County. In April we launched a new online exhibit titled "Animals in Archives" which examined the human-animal relationship throughout history and showcased the various records we have in our collections related to how humans and animals interact with one another.

Finally, we have been lucky to have two co-op placements with us in the past few months, one Grade 12 student from a local high school, and another student from Mohawk College. They have been assisting us with processing a lot of our acquisition backlog. A big project for the rest of the year is creating an online photograph and postcard database through a Vita Toolkit subscription. We've been digitizing a lot of our visual records and will be making these available to view online (watermarked) with metadata attached.

Maria-Lise Dobri, Ajax Public Library:

In the months since the last update, the transfer of the management of the archives to Ajax Public Library from the Town Ajax has been progressing as planned. I have completed an inventory of the holdings, carrying out preservation tasks along the way, and will be moving on to physically separating archival materials from town records.

The Ajax Archives achieved a key goal with the completion of our Archives Management Policy, ensuring that there is a clear mandate to guide decision-making going forward. I have also begun to create and collaborate on displays in the library, as well as to provide material to the Marketing team for social media posts.

Gina Dewaele & Amber Mandich, Elgin County Archives:

This past year, we've made an increased effort to process older backlogged accessions, the majority (75%) of the backlog is now from the past 5 years (2017-2022).

We wrote articles that were published in the Aylmer Express, on the topics of Property History research, Family History research, and how we process collections.

The first few months of 2023 has shown a significant increase in our social media reach due to continuing and new campaigns, such as our #ElginRestaurants and #ElginSchools photo series. We find

that people enjoy talking about their memories of the restaurants that they worked at or hung out in, and the schools that they attended.

Once a month we participate in the #ArchiveHashtagParty. There we get to highlight photographs from our collection, mostly on Twitter and Instagram, relating to a specific theme. In February, we showcased photographs and material celebrating #ArchivesMusic, and this past month, it was #ArchivesBabies.

2022 Annual Reach for our social media:

Facebook: 2,278,214

Instagram: 91,266

Twitter: 146,372

Flickr: 984,032. Interesting note: we have received over 10 million views of our images on Flickr since 2010.

Over the past year, we conducted 3 Property History workshops at Elgin County Library branches and one green screen program at a special event at the Backus-Page House.

We have digitized all Elgin County newspapers in our collection, and are currently digitizing hard copies of the St. Thomas Times-Journal. So far, we have digitized approximately 550 years of newspapers, comprising of 37 newspapers. All are available for viewing by the public on our newspaper finding aid: heritagecollections.elgin.ca/findingaid/newspapers.

Along with the launch of improved features on our online database last year and our newspaper finding aid, we have created a document and YouTube video, with tips to help the public conduct a more effective search of our online database. We have posted these on our home page and on our social media.

We have completed the consolidation and digitization of the St. Thomas Public Library's local history collections, which have been integrated into the archives' searchable database. This includes well over 50,000 index cards relating to genealogy and local history.

The Elgin County Archives team was featured by *CBC News London* in October 2022 for their newspaper digitization project, and I was interviewed on the radio show *London Morning*. I shared why preserving the recorded history of small-town newspapers is so essential.

We have digitized the tax assessment rolls for 12 municipalities up to approximately 1900, and have posted them on our online database.

We have begun to preserve the County's social media accounts and postings as archival records through a service called "Archive-It" through the Internet Archive. The pages have been captured approximately 3 times in the last year.

Karin Noble, Grey Roots Museum & Archives (Grey County Archives):

Our expanded summer hours of operation began later this month. Following the May long weekend, we will be open Saturday afternoons (except Saturdays of long weekends) and Mondays (Monday – Friday, morning and afternoon). Appointments are not formally required, but we still encourage advance booking via a web form to give researchers an opportunity to express the context of their visit which we've found helps us provide better service. Grey County was fortunate to receive Municipal Modernization Program (Third Intake) funding from the Province via the Ministry of Municipal Affairs and Housing to digitize Grey County minutes, by-laws and published proceedings of council c. 1854-1994 last year and this scanning work is now complete. We're pleased to be able to welcome a summer student to the Archives in 2023. Our Fall 2022 and Spring 2023 Lecture Series were again hosted in person, on site. We may host a virtual series again in the future to allow for speakers at a distance. We outsourced conservation: mold remediation work for a collection of Orange Lodge materials representing a number of lodges from across the County. Backlog processing work continues for both municipal and private collections.

9. Motion to adjourn by Megan Lockhart at 2:34 pm.

Seconded by: Ellen Millar.

Carried.

Financial Report and Budget

Financial Report 2022-2023

REVENUE	
Amount previously in bank	\$875.96
Grant from AAO	\$100.00
TOTAL	\$975.96
EXPENSES	
2022-2023 Meetings	\$0.00 (in kind)
2022 Open House	\$243.25 (catering)
Advertising	\$0.00
TOTAL	\$243.25
FINAL BANK BALANCE	\$732.71

Budget 2023-2024

REVENUE	
Amount previously in bank	\$732.71
Grant from AAO	\$250.00 (to be requested)
TOTAL	\$982.71
EXPENSES	
2023-2024 Meetings	\$0.00 (in kind)
2023 Open House	\$360.00 (catering)
TOTAL	\$350.00
FINAL BANK BALANCE	\$632.71