

MAIGazine

Newsletter of the Municipal Archives Interest Group

Issue 6

September 2010

**Please join us
at the
Municipal Archives Interest Group
OPEN HOUSE**

Friday September 24, 2010
10:00 AM – 3:00 PM



at the
Wellington County Museum and Archives
0536 County Road 18, RR#1 Fergus, ON N1M 2W3
www.wcm.on.ca

12:00 – 1:30 – Lunch
A buffet style lunch is available for
\$20:00 per person
Please R.S.V.P. for lunch to:

Mary Charles at mcharles@peterborough.ca or
(705) 755-1182 ext. 2472 by September 20
Payment at the door by Cash or Cheque

2:15 – 3:30 – MAIG Meeting

See the invitation for further information

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From the Chair

Mary Charles

Another year has rolled around to our annual Open House and this year it will be at the beautiful new Archives facility in Wellington County. I hope everyone will try to attend. We have changed the day and format hoping to attract a broader spectrum of people with an interest in archival programs and what they offer to communities. Robin Keirstead will speak in the morning about how Archives support access to information and protection of privacy in municipalities that have established and are establishing new programs. We will enjoy lunch together and spend time listening to Museum Curator Susan Dunlop show the process of conserving and relocating the marble soldier Cenotaph now located at the new Archives entrance. A tour of the new Archives facility will be followed by a short MAIG meeting.



As the year moves along I hope you will communicate your ideas and thoughts to the MAIG Executive. We are interested in promoting and establishing a strong archival presence in municipalities across the province. The Ontario Archives Association, Archives Advisor and MAIG Executive are available to assist and answer questions about municipal archival related issues.

Everyone interested in community archival issues is welcome to attend this event and I look forward to meeting you at the Wellington County Museum and Archives on September 24, 1010.



Wellington County Museum & Archives

Expansion

The County of Wellington officially opened the new Archives expansion at the Wellington County Museum and Archives on June 25, 2010. The award winning architectural firm The Ventin Group, designed the new 8,100 square foot facility, tripling the size of the existing Archives facility.

The new Archives addition provides needed space for the museum's growing archival collection. The previous Archives wing on the second floor of the museum is now artifact storage. The new Storage Vault is equipped with compact mobile shelving to fit various types of media, and has a conservation quality environmental system to maintain Archives standards of temperature, humidity and other air quality controls.

"I am so pleased to officially open the new Archives expansion," said County of Wellington Warden Joanne Ross-Zuj. "The Wellington County Museum and Archives contributes to the cultural vitality of our community, and serves as an educational resource where local history can be taught and handed down to younger generations."

"This project was made possible through Building Canada funding, a Museum Assistance Programme grant and additional funds from the Investing in Ontario Programme," commented Councillor Brad Whitcombe, Chair of the Information, Heritage and Seniors Committee.

"All three levels of government collaborated on this project, making it possible for the County to renew and improve its current cultural infrastructure."

"This expansion will help staff continue their important work," said Bonnie Callen, Administrator of the Wellington County Museum and Archives. "The Wellington County Museum and Archives is committed to preserving Wellington County history and providing excellent service to our residents."

The total cost of the project is estimated at \$4.7 million and has created 1190 weeks of work.



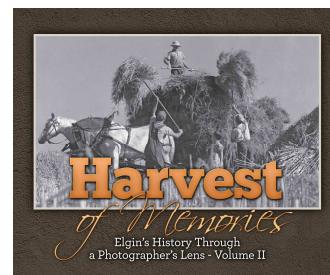
Elgin County Archives

Stephen Francom

Publications

The Elgin County Archives is facilitating a project recently undertaken by the Alma College International Alumnae Association to commission an updated history of the college to be researched and written by the noted women's historian Susan Butlin. Ms. Butlin's most recent publication, *The Practice of Her Profession: Florence Carlyle, Canadian Painter in the Age of Impressionism* (McGill-Queen's University Press, 2009) was awarded the Ontario Historical Society 2009 Alison Prentice Award for the best book on women's history in the past three years. Ms. Butlin will complete her manuscript by the end of September, 2010, with publication and distribution to follow.

Images from the Elgin County Archives' collections will be featured in a new book to be published by the Elgin County Library in September, 2010 entitled *Harvest of Memories: Elgin's History Through a Photographer's Lens, Volume II*.



Exhibitions

The Elgin County Archives has created and installed an exhibit at the Legislative Assembly of Ontario, Queen's Park, Toronto, featuring Elgin County's role as host of the International Plowing Match, 1940-2010.

The exhibit, presented through the Legislative Assembly's Community Exhibits Program, was prepared in collaboration with the Archives' community partners the Elgin Federation of Agriculture and the Elgin County Plowmen's Association, and features photographs, documents and artifacts from the Archives' collections documenting the County's role in hosting the IPM in 1940, 1960 and 1985, as well as items contributed by the Elgin Federation of Agriculture showcasing the match to be held in Elgin County September 21-25, 2010.



Major Acquisitions

The Elgin County Archives has acquired by donation a unique watercolour painting depicting Colonel Thomas Talbot in the interior of his home, created circa 1850 by his nephew, Sir Richard Airey. The painting is of national significance, as it is the only verified contemporary portrait of Colonel Talbot and provides a unique detailed view of the interior of his home. The painting has been submitted to and certified by the Canadian Cultural Property Export Review Board as having met the criteria for "outstanding significance and national importance" outlined in the *Cultural*

Property Export and Import Act. This represents the Archives' first certified Cultural Property acquisition since it was designated as a "Category A" institution by the Canadian Cultural Property Export Review Board.



The Elgin County Archives has acquired a large volume of records from Steve Peters, Speaker of the Legislative Assembly of Ontario and MPP, Elgin-Middlesex-London. The donation comprises Mr. Peters' papers compiled during his tenure as Alderman and Mayor of the City of St. Thomas, 1988-1999. In due time, the Archives expects to acquire Mr. Peters' papers as MPP, 1999-present; Minister of Agriculture and Food, 2003-2005; Minister of Labour, 2005-2007; and Speaker, 2007-present.

Projects

The Elgin County Archives is a contributing partner in the Arts and Cookery Bank, an innovative community revitalization project currently evolving in West Lorne, Ontario (www.theartsandcookerybank.com). To support this project, the Archives has provided hundreds of images from its collections for display in the Bank's interactive photographic heritage gallery documenting the history of local rural communities.

As part of ongoing projects funded under the Young Canada Works in Heritage Institutions and Canada Summer Jobs programs, the Elgin County Archives has this summer digitized and described in its online database more than 7,500 photograph prints originally published c. 1950-1990 in three local newspapers, the *St. Thomas Times Journal*, *West Lorne Sun*, and *Rodney Mercury*.



Bruce County Archives

Ann-Marie Collins

We are enjoying assisting visitors from across North America in the Reading Room.

Our collection is growing. We have been receiving transfers of material from Northern Bruce Peninsula, South Bruce, South Bruce Peninsula, Saugeen Shores and records from Kincardine are coming this fall.

We recently received a donation of the Land Record Abstracts on microfilm from the Bruce County Historical Society so we no longer have to use the original records.

Outreach

The Bruce County Heritage Steam Show was held August 20th – 22nd. We partnered with the Bruce County Genealogical Society and the Bruce County Historical Society again this year at our booth



Reaching young genealogists with our Bruce County Family Tree



Staff and volunteers at our Steam Show Booth

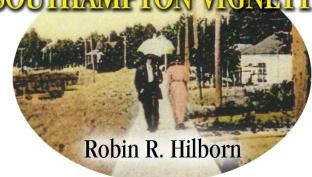
Legion Photo Days

Fall 2009 saw the Bruce County Archives partnering with the Bruce County Historical Society on our Legion Photo Days project. We copied over 1500 items (photos, medals, documents, uniforms) at five Legions in Bruce County. These items were not only housed by the Legions, but brought in by local individuals who own them. These items were copied digitally and on 35 mm film and are now housed in the Bruce County Archives and available on <http://military.brucemuseum.ca> along with items from our own collection.

Book Launch

On July 29th we celebrated the launch of Robin Hilborn's book *Southampton Vignettes*. He shared some of the stories with us during the book launch and autographed copies for all in attendance. The book is available in the BCM&CC gift shop for \$25 (+HST). It's also available at the Chantry Island Tour Base at the Southampton harbour, in Port Elgin at Broad Horizons Books, and in Owen Sound at the Downtown Bookstore.

SOUTHAMPTON VIGNETTES



Robin noted that in writing *Vignettes* he relied heavily on historian John Weichel's research notes, housed at the Bruce County Archives, including his books *Forgotten Lives* and *Forgotten Times*. "I especially wanted to pay tribute to John Weichel, so I devoted a chapter to his work and dedicated the book to him." He also used many photographs from the Bruce County Archives to illustrate his stories.

In his preface, Robin pointed out that much local history was recorded by newspapers of the day, luckily preserved by our Archives. We therefore owe a lot to the editors and reporters of the past. He made "a fervent plea" that today's newspapers do more to preserve our history: "Editors, look back from 50 years in the future: did you focus on

the superficial, or did you print enduring reflections of our life today? Our newspapers should play their part, as do our museums, in serving posterity."

A Day in the Life

Volunteer researchers, scriptwriters, actors and directors produce a series of stage performances at the Bruce County Museum & Cultural Centre. We use material researched in the County Archives, and work with PASS (Performing Arts of Saugeen Shores) and others to produce the short plays. Some topics have been a local Judge, Sheriff, Train Engineer, Sailor, Regimental Quartermaster and much more.



Actors in "A Doctor Makes a House Call"



Community Archives, City of Belleville, County of Hastings

Sharon White

swhite@city.belleville.on.ca

There have been rumours circulating for several years that a new Archives was being planned for Belleville and Hastings County. The rumours are true, and after much work by many people, our new "Community Archives" is becoming a reality.

The existing local Archives in Belleville was established by the Hastings County Historical Society in 1957 under the auspices of noted local historian Gerry Boyce. It has lived in various homes since its modest beginnings in Gerry's linen closet – including the former Land Registry Office, the heritage building that is now Glanmore National Historic Site, and the Belleville Public Library – but in every case it received notice to

vacate the premises. The archival collections now include municipal records from the City of Belleville and the County of Hastings as well as a substantial body of records from private sources that document the development of the city and county. However, the current location in the offices of a former municipality is overcrowded and unsuitable for many reasons.

After two years of committee groundwork plus earlier efforts (with numerous discussions, planning documents and deputations), things are slowly coming into place for a new home and a new model of management. The City of Belleville and County of Hastings have jointly purchased a proposed facility in Belleville and signed an agreement to operate an Archives that would be the official repository for their archival records. In the Canadian tradition of "total Archives," the new Community Archives will also include records from private sources. Over the past year an Advisory Committee has been set up, an Archivist has been hired, and the planning work is well underway. The Historical Society will be a third partner in the venture and the Society's volunteers (including Gerry Boyce) will continue to work with the private collections under the direction of the Archivist. We have begun to organize for the move and are stepping into the modern era with new computers and a database.

Much remains to be done before the move to the new facility, including the all-important work of renovating and outfitting the building. With luck, you will be hearing about our opening before this time next year!

Advice, inquiries, and shared experiences are welcome.



Cobourg & District Historical Society Archives

Ciara Ward

CDHS Archives: A Story of Luck

The story of the Cobourg & District Historical Society (CDHS) Archives is not a well known one, but it's very much an example of hard work and perseverance. The CDHS Archives came into existence in 1980, at the same time

as the Cobourg & District Historical Society did, as their pet project. Several dedicated members began to collect and preserve Cobourg's history, to the best of their abilities, knowing that some day it would matter to someone.

By 1995 the collection had grown so large that the CDHS needed somewhere to house their Archives, somewhere that would also make it accessible to the public. This same year we had the opportunity to move into a space shared with the Cobourg Public Library. This allowed better access to records, but public access was volunteer-based, and scheduled week to week.

On June 11, 2003 the CDHS Archives was appointed the official archival repository for the County of Northumberland. We received County By-Laws and Tax roll assessments for the seven municipalities which make up Northumberland County, along with a generous donation to purchase a book vacuum to clean the donated volumes.



CDHSA 1996.2007.18, Local Bank, Mitchell Collection, c. 1910

Interior view of the local bank, located on the corners of King Street East and Division Street, Cobourg Ontario. Today, in this location, in the original building, is a TD Bank. The Mitchell Collection features over fifty photographs of the interiors and exteriors of stores located in Cobourg's downtown in the early 1900s.

Three years later, on February 20, 2006, we became the official repository for the Town of Cobourg's archival material, we received the

vital statistic books, council minutes, by-laws and many other municipal items, along with an annual supply budget. So far so good; volunteer numbers were up, there was access to (limited) monetary resources; documents could be properly stored in acid free containers in a temperature controlled environment.

The last four years, in particular, have been very exciting for the CDHS Archives. After receiving an Ontario Trillium Grant in 2006, the CDHS Archives hired its very first part-time Outreach Archivist. After this contract ended in 2008 they hired an Archivist, whose first task was to seek financial stability for the position, as well as make it a full-time one. Previously, the Town of Cobourg had acknowledged the CDHS Archives and their role as a municipal repository through an annual grant to be used as a supply budget. Northumberland County remained morally supportive, but silent. They were the first entity approached with our funding concerns.

With a lot of luck, and very little bargaining, the County of Northumberland passed another By-Law at the beginning of 2010 to provide an annual grant to cover the salary of a full-time Archivist. The success of the CDHS Archives is due to our dedicated volunteer base, and our good relationships within our community. It is our hope to see a County of Northumberland Archives someday soon.

Today the CDHS Archives is open four days a week and by appointment, with ten regular volunteers and ten seasonal volunteers. We hold over 400,000 textual items, 250,000 graphic items, 1,000 artifacts, and 95,000 land records (and counting). We feel very lucky!



Port Hope Archives

Erin Walsh

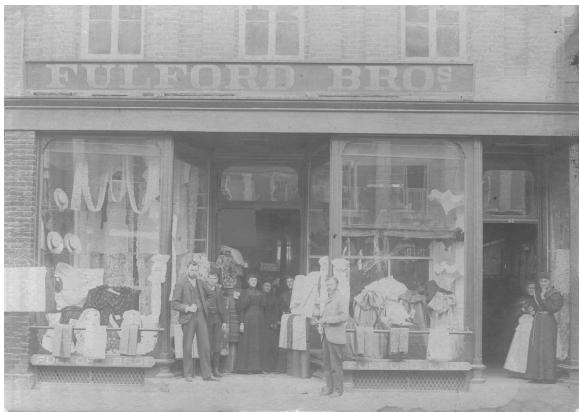
Operation: Make Photos Available!

Imagine you're a researcher in Port Hope looking for an image of a specific person or building before 2010. This would involve flipping through some twenty-odd binders of photocopies looking for that elusive needle-in-a-haystack. As a remedy to this problem, in December 2009 the Port Hope Archives undertook a very ambitious project for our little Archives.



2006-16-2-1980 – 16th Regiment 1913

We began entering each of our nearly 4000 photographs into a brand new database with the fields our researchers use most for searching. Five volunteers painstakingly copied metadata for each photograph onto special forms, followed by two unbelievably dedicated volunteers entering the information into our new database; all in an effort to make our photograph collection searchable!



996-18-1-374 - Fulfords Store

We decided that we would take the photograph project one step further by digitizing certain photographs from our collection and making them

available online through a photostream on Flickr. Over 200 images have since been scanned and uploaded, each with an interesting visual history to share. The initial phase of the project is rapidly coming to a close, with nearly 75% of photos searchable at a detailed level.



2002-35-1-1527 - Buggy at Ballintruan

While our goal is to have the database searchable by one year from our start date, the project will be on-going with the addition of new donations to the photograph collection. The database is available for researchers on our public computer, and our photostream can be located at www.flickr.com/photos/porthopearchives. Check it out!



Simcoe County Archives

Bruce Beacock

Expansion

The Simcoe County Archives, Ontario's first county-level Archives, is currently undergoing an exciting expansion project. Opened in 1966 as part of Simcoe County's Canadian Centennial project, the Archives began life as a 2,200 ft² addition to the Simcoe County Museum. Once it evolved and outgrew its original home, a specialized 4,000 ft², controlled-environment facility was constructed to accommodate the county's Archives, and opened in December, 1979.

An addition in 1992 effectively doubled the size of the Archives to 8,000 ft², but the growing collection of private records, and responsibility for the permanent records not only of the County of Simcoe, but for its 16 municipalities and the City of Barrie, has left the Simcoe County Archives bursting at the seams.

The solution is an addition to the existing facility which is expected to serve the County for at least the next 20 years before further expansion is required. A project to add 10,000 ft² of additional storage space is expected to be completed by the end of 2010, bringing the Archives total footprint to 18,000 ft². The addition consists of four separate vaults, the two largest of which will house mostly paper-based and photographic material. Another vault will store magnetic and digital media, while a fourth will provide the exacting environment required to preserve film-based material. Each vault has its own dedicated, specially-designed HVAC, allowing the environments to be controlled individually according to standards appropriate for each medium.



Simcoe County Archives

In addition to the expanded storage space, a number of interior renovations will provide improved service delivery. Both the conservation workshop and the receiving facility will be expanded and improved upon, there are enhancements to the communications and information technology networks, and the HVAC which has for 30 years served the original 4,000 ft² is being retired and replaced with a state-of-the-art system.

The County of Simcoe received Infrastructure Stimulus funding from the Governments of Canada and Ontario to cover 66% of this \$4.1 million project.



County of Oxford Archives

Mary Gladwin

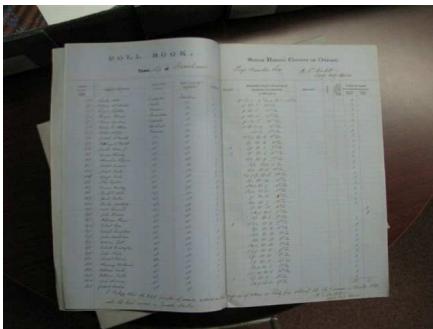
Secret Ballots?

With thoughts of the upcoming municipal election, and suggestions that a federal election is not that far away, not to mention talk of the next provincial election, obviously elections are much in our minds. Notices come from AMCTO regarding planning for the upcoming election and forms to be ordered. Discussions have been held in offices and through the media about the use of alternate voting methods. However, this is a look back at how elections were run in years past.

As established by the Constitutional Act of 1791, to be considered a citizen in Upper Canada a person had to be a property owner, male, over the age of 21 years, and never convicted of a serious criminal offence or treason. Originally, they had to be British subjects, as well. Women in Upper Canada were restricted from voting, as were members of many religious faiths.

Electoral districts usually had only one polling station and voters often had to travel long distances to reach them. Surprisingly, election dates sometimes differed from one riding to another; and if a full hour passed with no voters arriving to place a vote, the polling station closed. Can you imagine that happening in 2010?

In 1853, a new elections act was adopted, thereby allowing all male British subjects who were 21 years of age to vote if they were listed on assessment rolls as rural landowners, tenants or occupants of a property worth at least £50 or property that generated at least £5 annually. Urban residents also had to have their names on the assessment roll as a landowner, tenant, or occupant of property that generated at least £7, 10 shillings. Unfortunately, these assessment or electoral lists were rarely compiled so eventually they were dismissed. A series of oaths were then required and then abolished; property requirements were increased, and then a large group of citizens were excluded from voting, potentially because of their influence over others – judges, tax collectors, Clerks, Crown land agents, and all election officers. Changes, changes.



1863 *Poll book* for Dereham Township
(2 votes recorded for Dr. Cook)

As part of the Elections Subseries in our Clerks' files at the County of Oxford Archives, we have a rather interesting find – eight boxes of poll books. Although not complete, these records range from 1851 to 1912. The approximately 240 slim volumes contain a wealth of information on who lived here over a hundred years ago. Not only that, they show which contestant each voter selected. Names were recorded as people arrived to vote, and then they voted orally. That's right – eligible citizens spoke the name of the preferred contestant and it was recorded in these wonderful volumes.



RG2, Series 4K Clerk, Elections,
Subsubseries I Poll Books

It's interesting to wonder about these elections. Since some of the elections were held during cold, dark winter months, how many people would be willing to travel long distances to the polling station in bitter winter storms? I expect that many gave up their right to vote! Of course, this oral voting opened the way to bribery and perhaps even blackmail. I wonder how many unscrupulous candidates hired ruffians to bar non-supporters from the polls for an hour. These recorded votes also allowed the opportunity for an unscrupulous candidate to intimidate a resident if the vote shown was not the desired result. It has been suggested

too, that many candidates supplied free alcohol – actually unlimited, free alcohol - to supporters. All of this aside, this is a great collection!

We can look at the lists and votes and wonder if votes had been bought, or if the resident was voting of his own free will. Did they actually know the candidates? Did they even care about the candidates respective views? It's all very curious... and intriguing. In the sample page shown here, Ephraim Cook, a doctor from Norwich Village was running against the Hon. George Brown. Guess who won the election?

This series has been of great interest to several researchers of Canadian history, in particular university students, professors and secondary school teachers. Many years ago, we had a researcher come from Adelaide, Australia, who was excited about coming across this wonderful collection of bound volumes. He pored over the volumes and then ordered a copy of our microfilm. This year, the same gentleman returned, now the Interim Dean of International Studies at Flinders University. The original records were studied, copied and compiled; voters' lists were studied and likewise arranged; and our no longer mysterious researcher followed suggestions that more records could be found in the records maintained by the Oxford Historical Society and in some of the area Museums. After almost three weeks of research here in Oxford County, he proclaimed these volumes and lists as "absolute treasures". Who knows . . . perhaps a future Canadian Studies course will include information from the poll books and voters' lists held here in Oxford County? Perhaps a publication will result. We await the end-product.

In the meantime, we'll continue to surmise what might have happened had the son of the founder of Tillsonburg, Edwin Delevan Tillson, decided to run for office. After all, he did have plans of extending his authority beyond the local community. Since the Tillson family owned most of the businesses in Tillsonburg and much of the housing as well, the results would be predictable. Standing there watching his employees come to voice their votes, what might E.D. do if the said employees decided to vote for the other candidate? I have a feeling that some people might be out of a job and a home. Thank goodness for secret ballots!

Municipal Archives in Ontario

Carolynn Bart-Riedstra, AAO Archives Advisor

Feasibility studies for Archives

I am currently aware of three municipalities looking at the feasibility of creating municipal Archives. These include Middlesex and Huron Counties. Huron County created a committee of representatives from various special interest/stakeholder groups and has met regularly since November. During the spring and summer months the committee was active visiting 17 different facilities. A survey was sent before the visit and all of the institutions visited provided excellent feedback. The third study is still in the beginning stages.. Stay tuned for updates on these projects.

Facility planning workshop

I attended the SAA conference in Washington, DC, from August 8 to 14. It was my first SAA conference and very interesting. I was able to take the two day workshop about facility planning and design taught by Tom Wilstead. Wilstead has written several books about facility design for SAA. His most recent publication: *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* was edited with Michele F. Pacifico. The book features chapters from various experts in the fields of construction, security, and conservators and is an excellent resource for any Archives contemplating renovations or additions. The book won this year's SAA preservation award. I have two copies of this book if anyone is interested in seeing it. I will be providing more information about facility planning in upcoming OTR issues. I will post a bibliography of resources on the advisor webpage based on his workshop and other materials that I have found.

Site visits

I will be visiting the Sudbury area in September and the Kingston area in October. If you or someone you know is interested in a visit from me or even want me to drop in and say hello, please contact me at Archivesadvisor@rogers.com or call me at 519-271-0404. This service is provided free of charge thanks to the Ministry of Consumer Affairs through the Archives of Ontario and LAC through the Canadian Council of Archives.

Report on last years

MAIG OPEN HOUSE

at the

Peterborough Museum & Archives



On Saturday, September 26, 2009 the Municipal Archives Interest Group hosted its annual Open House at the Peterborough Museum & Archives.

The meeting was a great success with updates from all in attendance and from various committees.

The MAIGazine was praised for the quantity and quality of its content.

Updates

A \$1.5 million grant from Building Canada Funding to the Wellington Archives was approved to expand and refurbish aspects of their present building (have 5 million dollars altogether as they got money from other sources as well). Guests were looking forward to the Open House at Wellington County next year so they could see the expanded facility.

Good news came from Sharon White that there will be a new Archives facility in Hastings County! It is a joint effort between City of Bellville, Hastings County, and the Hastings County Historical Society.

Mary Charles shared an idea – to write and publish article in Municipal World discussing what Hastings did and how they have established new Archives program. We, as municipal Archivists, need to educate others and expand our mandate beyond Archivists, to city/town Clerks and Administrators.

Mary Gladwin brought a partnership between the Middlesex County Archives Group and Fanshawe Pioneer Village to our attention. Plans are underway to establish an Archives at Fanshawe Pioneer Village, a living history museum that already preserves a collection of artifacts and archival material significant to Middlesex County. Also, the County of Oxford Archives will be moving to a refurbished heritage building in Woodstock in 2010.

Iona McCraith shared news about growing interest in the development of a Records Centre in the City of the Kawartha Lakes.

Sharon White posed a question – what is the difference between permanent records and archival records in TOMRMS? This sparked a discussion on Archives and permanent records. Some comments included:

- City of Vaughan archival records and permanent records are one and the same.
- In many municipalities, we need to educate the Clerks department so they realize they can transfer their records to the Archives rather than keeping them in their office.
- People think that Archives are composed solely of cultural records – we need to emphasize the Total Archives concept to people *outside* the municipal Archives field.
- Sharon White suggested talking with ARMA.
- Shelley shared her experience – a department in her municipality wanted their records back and there was controversy over who owned the records.
- Bottom line – people and city departments don't understand the true function of Archives – we need to reach out and educate them

Committee/Working Group Updates

The Key Performance Indicators project is on hiatus. The people involved are tied up with other things.

The Municipal Archives Questionnaire

The MAIG executive is working with the AAO Archives Advisor to create a questionnaire. The goal is to compile statistics on viable municipal

comparators. The data compiled will offer Archivists the opportunity to compare your Archives to other Archives (compare number of staff, size of facilities, salary scales, number of records stored, etc.). The data will also provide your Archives with a tool to help you expand your Archives or program or even start a new one. Dan had a draft of the questionnaire – email him if you want a copy.

Iona commented that it helps to have a set list of statistics and figures when asked for information by your parent institution

AAO Updates

(*Mary Gladwin representing AAO*)

The board is going in a new direction. The CARVER model is extinct (it had more decentralization). The Board's main goals are accountability and communication. They want committees and special interest groups to be more accountable. Reports from these groups are to be passed on to Jeremy Mohr, who will pass them on to the board. They are setting priorities for strategic planning.

2010 AAO Conference

The 2010 conference will be held in Barrie, June 16-18. Two photograph workshops will be provided. One will have Lincoln Ross as the presenter and the other will focus on technological digitization issues. Accommodation will be suites at Georgian College. Mary Charles asked why the tech workshop is only $\frac{1}{2}$ day when it should be a full day. Mary Gladwin said she will pass this concern onto Ellen. That it is likely a half day workshop because of the meetings in the afternoon (board and MAIG).

Iona McCraith asked if there will be a trade fair at the conference – Mary Gladwin said she will ask

New AAO website is being developed!

The new website will have membership only access to certain areas. Hope to use listserv more as it is expensive to send out OTRs. The short term plan is to put our two OTRs per year and the long term goal is four OTRs per year. The new website will be created by Becker Associates.

Dan made a comment that he wants the MAIG presence easily accessible on homepage – no

longer buried. He would also like to see bulletins and to be able to archive older stuff.

Mary Charles wants AAO to have its own domain. The server was first launched in 2000, but purchased 1998, so its very old.

Knowledge Ontario

Mary Charles asked what happened to Knowledge Ontario. Sharon White said some Archives are putting their digital collections on Our Ontario.

Archive Awareness

We need to keep in touch – get articles into Municipal World (Clerks and council read Municipal World a lot). Mary Charles wants to run series of advertisements and corresponding articles in Municipal World (for example, on the AAO, workshops, conferences) throughout the issue (not just in one place). We need to publish what we're doing and inform others what Archives are about

Open House

Karen Wagner will host 2010 open house at the Wellington County Museum and Archives.

The City of Vaughan Archives and the Hastings County Historical Society Archives were suggested as locations for the 2011 Open House

If neither of these locations work, Mary Gladwin offered to host the 2011 Open House at the County of Oxford Archives

Tour

Guests enjoyed a tour of the Peterborough Museum & Archives.



Mary Charles leading a tour of the Peterborough Archives. Photo courtesy of Mary Gladwin.



*Beautifully organized and wrapped archival material.
Photo courtesy of Amanda Hill.*

If you didn't make it last year, try to make the trip to Peterborough to visit their wonderful Museum & Archives at:

300 Hunter Street East (Ashburnham Park)
Peterborough (K9J 6Y5 for MapQuest purposes)



Report on 2010 MAIG AGM AAO Annual Conference Georgian College, Barrie

The MAIG Annual General Meeting was held at Georgian College, Barrie on June 16, 2010. Dan Zelenyj, Chair, called the Municipal Archives Interest Group 2010 Annual General Meeting to order at 2:15 p.m., and welcomed all of the attendees.

Minutes of the 2009 Annual General Meeting were approved as presented. (If you would like a full copy of the minutes please contact Ann-Marie Collins.)

From the Chair

Dan complimented the 2009 MAIGazine, Open House and discussed the municipal Archives questionnaire.

Business Arising from Minutes

The Open House at Peterborough Museum & Archives hosted by Mary Charles on September 26, 2009 was a great success. Stories were shared. The tour was thought provoking and the Freezer

unit amazing. The circumstances in Peterborough shows the importance of a Disaster Preparedness Plan. Everyone enjoyed the BBQ.

The Annual Newsletter was distributed to over 130 MAIG Members. Open House, AGM, wide range of topical and timely articles. It was the largest MAIGazine to date at fourteen pages.

A Survey with the Archives advisor will create a readily available body of text for expanding and new Archives. It will prove that Archives provide a host of useful values to Municipalities – critical information, management function. Archives deserve the appropriate resources and pay.

MAIG executive have 4-6 meetings per year.

The Town of Ajax is looking at tying an archival component to their Records Management program.

Financial Report 2009-2010

REVENUE

Grant from AAO	700.00
TOTAL	<u>700.00</u>

EXPENSES

Open House	0
Publishing/Mailing	172.61
Other Meetings	0
TOTAL	172.61

Budget 2010-2011

REVENUE

Grant from AAO	700.00
TOTAL	700.00

EXPENSES

Meetings	100.00
Open House	400.00
Publishing/Mailing	<u>200.00*</u>
TOTAL	700.00

*After the MAIG budget was passed at our annual meeting in Barrie, the AAO board approved a \$300.00 increase to our grant to allow us to advertise our Open House.

Open House

The 2010 MAIG Open House will be held Saturday, September 25, 2010 (now changed to Friday, September 24) starting at 10:00 am at the Wellington County Museum and Archives. The 2011 open house is tentatively scheduled at the

Elgin County Museum & Archives for September 23, 2011).

If you would like to showcase your community Archives at future Open Houses please contact a member of the MAIG Executive.

MAIG Directory Update

The Ontario Municipal Archives Directory was not updated during the 2009-2010 year. We will be updating the MAIG Directory at the same time we are working on the 2010 MAIGazine.

For more information, or to request a submission form, please contact Ann-Marie Collins.

Working Group

Mary Charles will speak with Ellen Millar. This committee is to establish a guide for municipalities, historical societies, etc who house municipal records. It will be an easy reference guide for municipalities that don't have a Records Management or Archival program. We hope it will prevent records that should be closed from becoming available due to being uninformed. The information needs to come from a higher "power", i.e. Archives of Ontario, or Municipal Affairs. Alex suggests it needs to complement the AMCTO records retention guidelines rather than taking its place. The Municipal Act is very difficult to interpret and can be interpreted many different ways. We could promote the guide in *Municipal World* and send it out to municipalities. Alex finds it promising that the gaps are being bridged to the clerks and that they are more aware of records and their historical values. This is definitely a worthwhile project to pursue. Could we present it at the AMCTO conference? We could invite clerks to the Open House at Wellington County & Advertise in *Municipal World*. Needs to be advertised continuously to get the buy in. Karin Noble reminds us – don't be disappointed if the clerks don't show up to an event on a weekend, on their own time and getting there on their own. Maybe do the open house on a Friday and do the workshop with the clerks.

Survey

It is a work in progress. The final product will be a tool to apprise people of the use of Archives. It is good to know what the other municipalities are

doing. The focus is more on the archival programs than museums or just history.

If you have any questions relevant to this survey that you would like included please contact Carolynn at: Archivesadvisor@ROGERS.COM

National Archival Activity Indicators (NAAI)

Karen Teeple, Paul Henry and Robin Keirstead are working on this project through the ACA. It is intended to facilitate measurement of Archival facilities – Tool for a facility to measure its success. Contact Karen or Paul for input.

Recognition

A certificate was prepared and given to David Sharron with a gift for his work with MAIG during his term on the executive. It was given to him after the meeting as he was not able to be present for the meeting.

MAIG Executive

Mary Charles moved up to Chair from Vice Chair. Ann-Marie Collins will remain Secretary/Treasurer.

A call for nominations was made at the AGM and no members volunteered. It was left up to the executive to fill the position of Vice Chair

**After the 2010 MAIG Annual General Meeting, a new officer was elected to the Executive. Sharon White was acclaimed for a three-year term, and in 2009-2010 will act as the MAIG Vice-Chair.



Get to know your 2010-2011 MAIG Executive

Mary Charles is the Current MAIG Chair. She has been the Archivist at the Peterborough Museum and Archives for over six years. Her role and responsibilities cover all aspects of Archival work within a publicly funded community archive collection.

While attending Waterloo University, Mary worked in the Woodstock Public Library local history collection on projects related to oral history and collections management. Following this she helped with the processing of the District

of Brock fonds, which was then housed at the Norwich and District Archives and has since become part of the County of Oxford Archives Collection.

In the early 1990's Mary was hired to manage the London Life Archives, which was then part of the Records Management Department within the corporation. During this time Mary was an active member of the London heritage community and the local chapter of the Archives Association of Ontario serving on numerous committees and boards both locally and provincially.

In 2002 Mary became the Records Analyst for the City of Kitchener then moving in 2004 to become the Archivist at the Peterborough Museum and Archives (PMA).

The archival collection at the Peterborough Museum and Archives has been an integral part of the PMA since the 1960's. The PMA is the City of Peterborough's repository for municipal records and houses significant material related to Peterborough and the surrounding region.

The PMA is responsible for several large image collections, which depict one hundred and fifty years of community development and document everything from the building of the Trent-Severn canal system and local industry to vacationing, hunting and fishing in the Kawartha's.

Numerous projects are always underway at the Archives in a continuous mission to find more space; in 2004 the PMA was four - five times past capacity. A team of eight dedicated volunteers and students from two Fleming College programs work at tasks designed to use space in the most efficient way possible and make research and access to the collections easier.

Every September the Peterborough Museum and Archives acts as the offsite campus for Fleming College hosting the Museum Management and Curatorship program with 25 to 30 students graduating annually. The Archives also works closely with a second Fleming College program over the summer semester, this involves preventative conservation projects with about 20 Collections Conservation and Management students.

With the help of Volunteers, the Archives answers both online and telephone requests, fills image

orders, supports in-house exhibits and educational programming and assists onsite researchers.

The Archives has a staff of one and is open by appointment five days a week from 9:00 am - 12:00 pm and 1:00 - 5:00 pm. Mary Charles is the Current MAIG Chair.

Mary can be contacted via e-mail at: **MCharles@peterborough.ca** or phone at **(705) 742-7777 ext. 2472**.

Sharon White is the newest member of the MAIG executive, sitting as Vice Chair for 2010-2011. She is looking forward to working with Mary and Ann-Marie and the MAIG membership.

Sharon began a new position in May 2010 as the first Archivist for the Community Archives that is being established for Belleville and Hastings County. Before that she worked as the Archives Association of Ontario's part-time ARCHEION Coordinator for three and a half years, as well as taking on consulting and contract work. Sharon has lived in Belleville since 2001 and she also served as chair of the former committee that laid some of the groundwork to establish a new municipal Archives in the Belleville area.

Sharon spent nine years with the Archives of Ontario and the provincial government as an Archivist, Records Advisor, and Trainer / Learning Consultant after obtaining her Master of Information Studies (Archives Specialist) from the University of Toronto in 1997. She has additional experience at a number of smaller Archives as well as a wide-ranging background in the business world, the not-for-profit sector, and government.

Sharon can be contacted via e-mail at: **swhite@city.belleville.on.ca** or phone at **(613) 967-3200 ext. 3265**.

Ann-Marie Collins is the current MAIG Secretary/Treasurer. This is her third year in this position. Ann-Marie will continue the duty of *MAIGazine* editor as well as compiling the *Directory to Municipal Archives in Ontario*.

Ann-Marie took a roundabout route into the archival field. She has always had an interest in history, but her formal training was in Hotel & Resort Administration and Special Event Management.

She has worked at the Bruce County Museum & Cultural Centre for nine years, starting out as Volunteer Coordinator, but soon moving into the Archives as Archival Assistant. She completed her AAO Post Appointment Certificate and two Records Management Certificates from U of T. She has been the Archivist for three years.

The Bruce County Archives is the official repository for the Corporation of the County of Bruce and its minor municipalities. Also accepted are donations from local businesses, organizations, and private individuals.

The Bruce County Museum & Cultural Centre has a strong Customer Service mandate and this can be seen in the Archives as well. Ann-Marie's atypical background also helps in outreach and awareness activities.

The Bruce County Archives is open seven days a week from April to October and five days a week from November to March when they are closed Sunday-Monday. The Archives hours are Monday to Saturday 10 am to 4:30 pm and Sundays 1 pm to 4:30 pm.

Ann-Marie can be contacted by e-mail at: **acollins@brucecounty.on.ca** or phone at **(519) 797-2080 ext. 114**

If you would like more information about serving a three-year term on the MAIG executive please contact Mary, Sharon or Ann-Marie. We will be looking for one new member in 2011.



Update to the Directory to Municipal Archives in Ontario

Ann-Marie Collins

We are still working on the *Directory to Municipal Archives in Ontario*. I have received over 40 responses but not everyone has responded to my request for updates or new submissions. If you have not had the chance to do this yet, please do.

The *Directory to Municipal Archives in Ontario* is a wonderful resource tool for Archivists and researchers looking for a colleague or research location.

