

AAO
Archives Association of Ontario
l'Association des archives de l'Ontario

MAIGazine

Newsletter of the Municipal Archives Interest Group

Issue 1

August 2005

NEWSLETTER LAUNCHED

The Municipal Archives Interest Group is pleased to present *MAIGazine*, a newsletter for those interested in Ontario's municipal archives and municipal records. While regular articles have been published in the AAO's *Off the Record*, MAIG members have expressed a wish to receive more news and information about the Group's events, activities, and resources.

In order to make this wish come true, the MAIG Executive needs the support of you, the members. This first issue was printed and sent by mail, but it is hoped that future publications will be sent electronically and posted on the MAIG pages of the AAO Website; thereby saving the expense of stationery and postage. Currently, the MAIG Executive has no plans to launch a special MAIG List, but does hope to be able to reach the membership through special e-mailings. In the meantime, the Executive encourages members to subscribe to the AAOList.

Instructions for subscribing to the AAOList are printed in each issue of *Off the Record*, and may also be found on the AAO's website: aao.fis.utoronto.ca You only need to have an email address to subscribe, you do not need to have Internet access.

The *MAIGazine's* distribution list was based on the Archives Association of Ontario's membership list. Whenever you renew your AAO membership, indicate your wish to be a member of MAIG and include an email address. Inform both the AAO

Office and the MAIG secretary if your contact information changes.

Please direct your comments, questions, and news to MAIG Secretary, Ellen Millar, c/o Simcoe County Archives, 1149 Highway 26, RR2, Minesing, Ontario, L0L 1Y2; emillar@county.simcoe.on.ca

FROM THE CHAIR

- Karin Foster

On behalf of the MAIG Executive and its members, greetings! MAIG is a special interest group designed to encourage relationships and mutual support amongst municipal archives, archivists and other archives staff. Furthermore, we strive to raise awareness about municipal archives and their importance in local communities and across the province. We aim to enlighten and encourage support from the municipal staff and supervisors, amongst whom and with whom we work everyday, to build mutual trust, and to find common goals. It is a pleasure to work with Ellen and Anne in our MAIG endeavours. We look forward to hearing about what is going on with you and your municipal archives at our Annual General Meeting at the AAO Conference.

PLANS FOR 2005-2006

- 7th Annual MAIG Open House
- Directory Updates
- Expand the Resource Guide
- Continue to develop a MAIG mailing list
- Begin to implement ideas generated at 2005 Annual General Meeting

MEET YOUR EXECUTIVE

Chair Karin Foster joined the MAIG Executive in 2003. She is the Archivist at *Grey Roots, Your Heritage and Visitor Centre*.

Tel: (519) 376-3690 ext. 113
kfoster@greycounty.on.ca

Vice-Chair, Anne Hepplewhite, was elected at the 2004 Annual General Meeting. Anne is Corporate Records Manager and Deputy Clerk at the Regional Municipality of Niagara.

Tel: (905) 685-1571 ext. 3741
anne.hepplewhite@regional.niagara.on.ca

Ellen Millar has been MAIG's Secretary since 2003. She is Assistant Archivist at the Simcoe County Archives.

Tel: (705) 726-9300 ext. 1288
emillar@county.simcoe.on.ca

MAIG RESOURCE GUIDE & DIRECTORY

In 2002, the Archives Association of Ontario published a *Resource Guide and Directory of Municipal Archives in Ontario*, edited by G. Mark Walsh. The project was initially undertaken in 2000 by then MAIG Chair, Bruce Beacock, of the Simcoe County Archives. There were two purposes for the creation of the *Resource Guide and Directory*. One was to provide information about municipal archival programs in existence in the province; the second was to provide guidance for the delivery of professional archival services for Ontario's municipalities. In the Foreword, Brian Masschaele, MAIG Chair, expressed the hope that the *Guide and Directory* would not be a static document; new entries would be the best sign that MAIG was achieving its goal of a viable network of municipal archives in the province.

The 2004-2005 Executive has been discussing ways and means to update and expand entries in the *Directory* as well as make Ontario's municipal managers, and

councillors aware of the *Guide's* advice and recommendations on the development of municipal archival programs. As a result of appeals in *Off the Record*, many new and amended submissions have been received for the *Directory*. It is expected that a revised *Directory* will be uploaded to the MAIG pages of the AAO website on an annual or biannual basis.

Electronic and printed submission forms are available from Ellen Millar.

OPEN HOUSE

MAIG has sponsored an annual Archives Open House since 1999. The event gives MAIG members an opportunity to tour another archival institution and visit with others interested in municipal archives programs. It is also a chance for those in areas without an archives to come and visit in order to see what might be achieved. In this sense, the event is truly "open." We invite everyone, from archivists to politicians, to the "just curious" to attend.

Thus far Open Houses have been held at Archives in Simcoe County, Stratford-Perth, Cambridge, Peterborough, Wellington County, and Kawartha Lakes. The 2005 MAIG Open House will be held Saturday, September 24, from 11:00 to 3:00, at Grey Roots, located at 102599 Grey Road 18, RR4, Owen Sound, Ontario. For more information contact Karin Foster, Archivist, at kfoster@greycounty.on.ca or (519) 376-3690 ext. 113.

FINANCIAL STATEMENT 2004-2005

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|------------------------|---------------|
| REVENUE | |
| Grant from AAO | <u>500.00</u> |
| EXPENSES | |
| Open House 2004 | 202.73 |
| Postage and Stationery | <u>147.78</u> |
| TOTAL | <u>350.51</u> |

ANNUAL GENERAL MEETING REPORT

The MAIG Annual General Meeting was held Wednesday, June 22, 2005.

Constitution. A MAIG Constitution was adopted, and will be sent to the AAO Board for approval and adoption. In expectation of ratification, it was announced that an election will be held at the 2006 AGM. To establish the rotation of term service on the executive, 3 persons will be elected for a one-, two-, and three-year term. It is expected that at subsequent elections one person will be voted in to replace the member whose term has expired.

Guide and Directory. The executive reported that an updated edition of the *Directory* will be produced this summer. A separate and expanded *Guide* is being developed.

Open House. The 2005 MAIG Open House will be held at Grey Roots. Plans are underway for the 2006 and 2007 Open Houses to be held at Bruce County and Niagara Region.

MAIGazine. A draft version of *MAIGazine* was presented to the meeting for comment. The newsletter will be published occasionally, and the issues will be numbered consecutively.

Brainstorming Session. Ms. Fiona Peacefull led the meeting in a brainstorming session. One of the main themes arising from the discussion was the need to educate a variety of people about municipal records management and archives. It was agreed that some kind of advocacy and information package – or packages – needs to be created which will provide the necessary details to municipal managers and staff, councillors, local advocacy groups, and the general public. Mary Charles and Anne Hepplewhite volunteered to organize a sub-committee that will begin work on developing a series of articles that could be

submitted to such publications as *Municipal World* and *The Municipal Monitor*.

NEWS FROM THE FIELD

- Over the past year Grey Roots has been settling into its new facilities.
- The Niagara Archives Group (NAG) continues to gain support from municipalities and natural partners for an archives serving the (small “r”) region of Niagara.
- The Simcoe County Archivist has worked with the County’s records clerk as she has brought the departments into better compliance with the records management system.
- Peterborough Centennial Museum and Archives is still in flood recovery mode. A gallery is being re-fitted as a vault for photographs storage.
- Groups in London and Middlesex County, as well as in Bracebridge and Huntsville continue to campaign for municipal archives.
- Oxford County Archives is developing a new on-line exhibit.
- In Thunder Bay the focus has recently been on electronic records management and the training of staff, but the archives has uploaded the finding aids to its website.
- Another full-time staff member was recently hired at Elgin County Archives. Records from municipalities are being transferred on schedule.
- The Sudbury Archives Committee, a sub-committee of the Sudbury Branch, Ontario Genealogical Society, is trying to get the City of Sudbury on board for an archives.
- The Trent Valley Archives is a private operation that continues to offer resources for local historians and genealogists researching Northumberland, Haliburton, Durham, Victoria and Peterborough Counties.

**ELECTRONIC MUNICIPAL GOVERNMENT DOCUMENTS
CATALOGUING AND ARCHIVING: OCUL PARTNER REPORT MAY 2005
A SUMMARY**

Late in 2003, the Ontario Council of University Libraries Information Resources Committee (OCUL IR) began “investigating options for dealing with electronic government documents, to address concerns about the rapid rate of disappearance of electronic documents and to identify efficiencies possible through shared cataloguing.” As a result of the investigation, a sub-committee was struck to examine the situation with municipal electronic government documents. Assistance was provided, in part, by members of the archival, library, and municipal management communities who responded to postings sent to relevant Listservs.

As a result of the 40 responses, the committee made a distinction between government publications (i.e. minutes and by-laws), and corporate records such as sub-committee minutes and memos. It is the former that the committee wishes to address, and it will be emphasizing that the project is “attempting to provide province-wide access to previously digitized information,” as opposed to the in-house management of electronic records.

The following recommendations were approved at the April 19th, 2005 meeting of OCUL IR:

1. Proceed with a pilot project of approximately 10 municipalities, working with the municipal clerks and public library staff.
2. Pursue a closer relationship with AMCTO and the Archives Association of Ontario (in particular the Municipal Archives Interest Group (MAIG)), to create a draft provincial policy or set of standards for the cataloguing and archiving of municipal government electronic publications.
3. Continue to recommend revisions to the OZONE template to facilitate ease of access and flexibility during record creation and editing.
4. Address outstanding questions and action items identified by the committee.
5. Make available automatically generated basic MARC records to OCUL and partner libraries for all documents in the repository; create an FTP site or record downloading capabilities such as those offered by NetLibrary.
6. Time frame: as proposed in December 2004, some version of the repository could be up and running for public viewing by September 2005, including the records from the pilot project outlined above.

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The MAIG Executive is in the process of responding to the Report, and expects to assume a consultative role with the Committee. If you would like to receive a copy of the report please contact the Executive.

CONSTITUTION OF THE MUNICIPAL ARCHIVISTS' INTEREST GROUP  
OF THE  
ARCHIVES ASSOCIATION OF ONTARIO

*This constitution shall be read in conjunction with and be interpreted consistently with the bylaws and constitution of the Archives Association of Ontario.*

1. NAME AND MANDATE

1.1 The name of this group shall be called the Municipal Archivists' Interest Group of the Archives Association of Ontario (AAO), hereinafter referred to as MAIG.

1.2 MAIG's mandate shall be to dedicate itself to the preservation, promotion and use of Ontario's rich municipal documentary heritage.

2. AIMS OF THE SPECIAL INTEREST GROUP

2.1 To serve as a forum in which people who are interested in the field of municipal archives can meet and discuss mutual concerns.

2.2 To encourage public knowledge and appreciation of archives and their functions.

2.3 To encourage acquisition and retention of archival material.

2.4 To promote municipal archival holdings in Ontario.

2.5 To participate actively in the promotion of professional archival development.

3. MEMBERSHIP

3.1 Any AAO member in good standing may belong to MAIG.

4. EXECUTIVE POSITIONS

4.1 The special interest group executive shall consist of at least three members: Chair, Vice-Chair and Secretary-Treasurer.

4.2 Duties of Chair – The Chair shall preside at all meetings of MAIG and will advance the interests of MAIG. Other duties include a submission on MAIG's activities to the AAO Annual General Meeting Annual Report and a report to MAIG on the group's activities at MAIG's Annual General Meeting. The Chair shall also be responsible for ensuring that regular updates on MAIG's activities are submitted to the AAO publication, *Off the Record*.

4.3 Duties of Vice-Chair – The Vice-Chair shall attend all general and executive meetings of MAIG and chair meetings if the Chair is unable to do so. The Vice-Chair will advance the interests of MAIG.

4.4 Duties of Secretary-Treasurer – The Secretary Treasurer shall attend all general and executive meetings. S/he, in co-operation with the Chair, shall prepare an agenda for each meeting and is responsible for the distribution of all correspondence including the minutes and agenda. The Secretary-Treasurer is the official record-keeper for MAIG. S/he shall submit an annual financial statement to the AGM and in co-operation with the rest of the MAIG Executive, prepare an annual budget. This financial report and proposed budget shall be submitted to the AAO Treasurer, who manages the MAIG account, by September of each year.

5. EXECUTIVE ELECTION PROCEDURES AND VACANCIES

5.1 Any member in good standing as defined by the Bylaws of the AAO shall be eligible to serve on the MAIG Executive.

- 5.2 Nominations shall be published and distributed with the notice of the Annual General Meeting at which elections will take place.
- 5.3 Any vacancies on the Executive shall be filled on the discretion of the remaining Executive members.
- 5.4 Executive terms shall be for three years, with a maximum of two consecutive terms in any one position. To achieve continuity on the Executive, where possible, terms should be staggered to overlap, through a rotation of officers.
- 5.5 In keeping with the AAO constitution, an Executive Officer may be removed by a resolution passed by three-quarters of the members present at a Special General Meeting of Members (see Article 3.6 b of the AAO Constitution).

## 6. COMMITTEES

- 6.1 The Executive is free to form any standing or ad hoc committees drawn from the MAIG membership.

## 7. MEETINGS

- 7.1 There will be a minimum of three Executive meetings per year, with a quorum of three members.
- 7.2 Meetings of the full MAIG membership may be called as required, except for the Annual General Meeting, which shall be scheduled.
- 7.3 There shall be one Annual General Meeting per year, at which elections will be held. Notice of this meeting shall be given at least 30 days in advance. An Annual General Meeting package containing the agenda and all annual reports will be provided at the Annual General Meeting.

## 8. FINANCES

- 8.1 The fiscal year of MAIG shall be aligned with that of the AAO, running from April 1 to March 31 of each year.
- 8.2 A financial statement shall be prepared annually for submission to the AAO Executive for its approval at the end of the fiscal year, and also approved at the MAIG Annual General Meeting.
- 8.3 Upon prior approval of the AAO Board, MAIG may engage in fundraising activities or cost-recovery to support MAIG programs, activities or initiatives.

## 9. FUNDING

- 9.1 MAIG shall receive funds from the AAO annually upon provision by MAIG of a financial statement from the previous year. The financial statements shall be submitted to the AAO Treasurer no later than September of each year (see Article 9.5 of the AAO Constitution).

## 10. AMENDMENTS TO THE CONSTITUTION

- 10.1 The Amendments to the MAIG Constitution shall be voted on at the Annual General Meeting, and require a vote of at least two-thirds to be ratified. Notice of suggested amendments should be given thirty days prior to the MAIG Annual General Meeting. Once ratified, the amendments shall be forwarded to the AAO Executive for approval.

## 11. DISSOLUTION

- 11.1 MAIG may be dissolved by a majority vote of its members at an annual meeting, and with the approval of this decision by the AAO Board.