

MAIGazine

Newsletter of the Municipal Archives Interest Group

Issue 2

August 2006

MAIG OPEN HOUSE – THE BRUCE BECKONS

On Saturday, 23 September 2006, the Municipal Archives Interest Group will be having its 8th Annual Open House at the Bruce County Museum & Cultural Centre (BCM&CC) in Southampton. The BCM&CC is the home of the Bruce County Archives.

In September 2005, the BCM&CC completed a two and a half year renovation and reconstruction project. The facility is larger, more environmentally friendly to our donated materials, and more accessible to our patrons. The Bruce County Archives has an expanded Reading Room and a storage area that is four and a half times larger than its previous space. It has been an exciting year for the BCM&CC and there are a lot of great things to see.

The Open House begins at 11:00 a.m. with a behind-the-scenes tour of the facility including the archives, museum exhibits and other interesting parts of the building. Lunch will be provided by MAIG and will be followed by a short MAIG meeting. Bring any ideas of projects and initiatives that you would like to see the MAIG undertake in the next few years.

This gathering will end around 3:00 p.m., leaving a lot of time to enjoy the scenic beauty of Bruce County. On the west side of the County, you have the Lake Huron coast – home of fantastic beaches, noble lighthouses, and some of the most impressive sunsets in the world. To the east, the Niagara Escarpment winds its way up

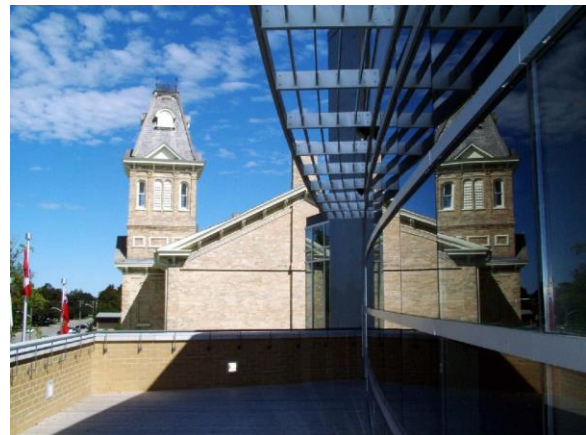
the Bruce Peninsula to Tobermory offering challenging hiking trails and stunning views of Georgian Bay. In between, there are several Provincial and National Parks, welcoming communities and picturesque landscapes. As a bonus, it will be Fall and the colours will be out in full glory. So make a weekend of it, bring your loved ones and your camera. All are welcome. “Enjoy it, enjoy it, I say, for it abounds in wonderful things.” – W. Sherwood Fox, *The Bruce Beckons*, 1952.

If you are interested in attending, please RSVP David Sharron at 519-797-2080 or dsharron@brucecounty.on.ca. This will help us in planning lunch and facility needs.

For more information on the Bruce County Museum & Cultural Centre, visit our website at www.brucecounty.ca.

For more information on Bruce County tourism, visit www.naturalretreat.com.

We are looking forward to seeing you in September.



FROM THE CHAIR

- Anne Hepplewhite

On behalf of the MAIG Executive, I am excited to begin the new MAIG year continuing our program of public outreach. I would like to welcome David Sharron, County Archivist for Bruce County Archives to the position of Vice-Chair and to express my sincere gratitude to Ellen Millar for agreeing to continue on in her role as MAIG Secretary.

I would be remiss if I did not thank Karin Foster, MAIG Chair 2004-2006 for her efforts. Under Karin's leadership, MAIG has accomplished a series of public outreach goals. Thank-you, Karin!

This year, our first major event will be the 8th Annual Open House at the Bruce County Archives in Southampton. Also, look for Mary Charles' article on Archives in the August edition of *Municipal World*.

Our workplan for the year will revolve around the continued implementation of the ideas generated at the 2005 AGM in Sudbury. If there are activities that you think MAIG should be involved in, please contact a member of the Executive.

EXECUTIVE ELECTED

To set in motion succession planning, as specified in the MAIG Constitution, during the 2006 Annual General Meeting three officers were elected to the Executive. Beginning in 2007, and continuing annually, one person will be elected to the executive for a three-year term, in place of the officer whose term has come to an end.

Serving a one-year term, Chair Anne Hepplewhite, is Manager, Corporate Records and Archives Services at the Regional Municipality of Niagara.

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New to the Executive is Vice-Chair, David Sharron, Archivist at Bruce County Archives, who will serve for 3 years.

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dsharron@brucecounty.on.ca

Ellen Millar, Secretary, is Assistant Archivist at the Simcoe County Archives. She will serve a 2-year term.

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MAIG RESOURCE GUIDE & DIRECTORY

The much-anticipated *Directory to Municipal Archives in Ontario*, 2nd Edition, Revised was uploaded to the MAIG pages of the AAO Website in mid-spring. Past users will notice that the *Directory* and *Resource Guide* are now separate resources. The 2004-2005 Executive sought, and was granted, permission by Mark Walsh and the members of the 2002 Executive to divide the publication into two volumes.

Only those changes necessary to reflect its stand-alone status were made to the *Resource Guide*.

The *Directory* was given a makeover, though it is hard to detect since the original layout was maintained. The electronic version was transferred from WordPerfect to Word, and then edited for consistency. An index to every listed facility and municipality was created and appended to the directory listings. The revised *Directory* was then saved into Adobe and bookmarks created to make navigation easier. Finally, the new editions were sent to the AAO Office for uploading to MAIG's webpages.

Editor Ellen Millar would like to thank everyone who so willingly contributed to the *Directory*. She expects that future additions and changes will be made in a more timely manner.

For more information about the *Directory*, or to request a submission form, please contact Ellen Millar, at emillar@county.simcoe.on.ca, or c/o Simcoe County Archives, 1149 Highway 26, RR2, MINESING ON L0L 1Y2.

2006 AGM REPORT

The MAIG Annual General Meeting was held Wednesday, June 7, 2006 at McMaster University, Hamilton. Chair Karin Foster welcomed everyone and introduced the members of the executive. Attendees then provided information from their respective institutions or organizations.

Minutes of the 2005 Annual General Meeting and of the 2005 Open House were approved as distributed.

The 2005-2006 Financial Report was received, and the 2006-2007 Budget approved.

Details were provided about amendments to the Resource Guide as well as revisions to the Directory to Municipal Archives in Ontario. Both have been on the MAIG section of the AAO's website since mid-spring.

The 8th Annual MAIG Open House will be held on Saturday, September 23, 2006, from 11:00 a.m. to 3:00 p.m. at the Bruce County Archives in Southampton. Archivist David Sharron invited everyone to attend.

The Executive reported on the four main liaison activities in which it participated during the past year.

➤ A letter was sent to the Ontario Council of University Libraries Information Resources Committee (OCUL IR) in response to a request for comments on its "Electronic Municipal Government Documents Cataloguing and Archiving: OCUL Partner Report, May 2005." No reply was received from the committee.

➤ Two articles on municipal records management and archives programs have been submitted to the editor of *Municipal World*. The piece by Anne Hepplewhite appeared in the July issue, and Mary Charles' article will be printed in August.

➤ Karin Foster was in contact with the Ontario Museums Association 2006 Annual Meeting organizing committee to determine if there would be a way for an archival

component to be included. [Editor's Note: The Executive has since learned that the committee determined that the conference's theme would not lend itself to such a component.]

➤ A letter was sent to the various schools in Canadian universities which offer an archival course or programme. Information about the Municipal Archives Interest Group was provided, and the assistance of its membership offered for any students who express an interest in municipal archives or archival records. Responses were received from some of the schools, and contact was made with a student at the University of Manitoba.

An election of officers was held, and the 2006-2007 Executive consists of Anne Hepplewhite, Chair; David Sharron, Vice-Chair; and Ellen Millar, Secretary.

Anne Hepplewhite presented a "Certificate of Recognition" to outgoing Chair, Karin Foster, as thanks for the leadership, initiative and dedication she showed during her 3-year term.

For copies of the 2005 AGM (Sudbury) Minutes please contact Ellen Millar.

FINANCIAL REPORT 2005-2006

REVENUE	
Grant from AAO	<u>500.00</u>
EXPENSES	
2005 Conference	97.75
2005 Open House	132.21
Maigazine & Directory	<u>213.05</u>
TOTAL	<u>443.01</u>

BUDGET 2006-2007

REVENUE	
Grant from AAO	<u>500.00</u>
EXPENSES	
2006 Meetings	100.00
2006 Open House	250.00
Publishing/Mailing	<u>150.00</u>
TOTAL	<u>500.00</u>

MUNICIPAL ARCHIVES IN ONTARIO – Great Things Are Happening!

-Carolynn Bart-Riedstra, AAO Archives Advisor

Municipal Archives in Ontario continue to thrive and grow! Recently I met with the steering committee of the Greater Sudbury District where there is much interest in creating a centralized archival program. Members of the committee included regional staff represented by the library, corporate services, director of Citizen's Services as well as members of the genealogical society and other interested volunteers. This is an enthusiastic group with great ideas and a vision of how municipal archives can benefit the area.

Municipal archives groups are also established in Middlesex County and Bracebridge. The Middlesex County group has been working for several years to create a municipal county archives and continues to work hard on preserving the records. The next step for this group is to create an inventory of records in various locations throughout the county. I will be attending a meeting with Ken Veldhuis on August 22 to address questions raised by some of the township clerks about this process.

Bracebridge started last year and was one of the first meetings I attended as the newly-appointed Archives Advisor. The committee is interested in visiting municipal archives already in existence so be prepared to be contacted for a potential site visit!

The Article that Anne Hepplewhite, MAIG Chair and AAO Vice-President, wrote entitled "Establishing an Integrated Records Management and Archives Program" appeared in Municipal World in July 2006. I have received numerous queries, phone calls and emails concerning establishing an archival component in municipalities or even asking for help for records management. Well done, Anne. This advocacy and public awareness is what we need to educate people that archives do

more than help researchers. There is a very important administrative component as well that is often overlooked.

One of the trends that I am seeing is that municipal corporate records are being transferred to libraries and museums. This is a concern to me as there is not the money for staff or equipment transferred as well. I think as municipal archivists we need to be aware of some of these situations and identify the institutions receiving these records to let them know that the AAO and MAIG can help. If you know of an organization that could benefit from a visit from the Archives Advisor, please contact me at archivesadvisor@pcin.on.ca or phone me at 519-271-0404.

The Message is Municipal ...

Cynthia Kent, MASIS Chair

The first meeting of the newly re-founded Municipal Archives Special Interest Section (MASIS) of the Association of Canadian Archivists (ACA) was held on July 1st, 2006 in St. John's Newfoundland. There were 17 members in attendance at this inaugural meeting and, with representation from almost all the provinces, there was vigorous discussion on variety of topics. Issues that MASIS will be working on throughout this year are to strengthen the identity of Municipal Archives within the Canadian Archival context, as well as to raise the profile of municipal archives and the common interests that we have. While federal and provincial governments have well-defined parameters to work from, municipal archives represent a wide variety of jurisdictions including cities, towns, villages, townships, counties and regions; all of which have interests and responsibilities that require their own platform for discussion. Plans are already underway for next year's MASIS AGM that will be held at the 2007 ACA annual conference in Kingston. We invite any ACA member who is interested in joining MASIS to contact the newly-appointed Chair, Cynthia Kent at ckent@winnipeg.ca