

MAIGazine

Newsletter of the Municipal Archives Interest Group

Issue 7

September 2011

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

Friday, September 30, 2011
10:00 AM – 3:30 PM

Region of Waterloo Archives
150 Frederick Street
Kitchener, ON

www.region.waterloo.on.ca/archives

Join us for an information session
on the Region of Waterloo's
Integrated Information Management/
Archives System, lunch and facility tour
Lunch is \$20.00 - payable at the door

RSVP by September 23, 2011 to
Ann-Marie Collins, MAIG Chair
acollins@brucecounty.on.ca or call
1-519-797-2080 x 114

If you are unable to attend the event
but would like
more information on Municipal Archives
please contact:

Carolynn Bart-Riedstra MA, AMCT
Archives Advisor
P. O. Box 1036, Stratford, Ontario N5A 6W4
Phone: (519) 271-0404
Website: www.aao-archivists.ca
Email: archivesadvisor@aao-archivists.ca



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From the Chair

Ann-Marie Collins

The Municipal Archives Interest Group has had another great year. Last year's Open House was very successful. We had a wonderful venue and hosts at the newly opened Wellington County Archives. The guest speakers were fabulous. Robin Keirstead, Archivist from the University of Western Ontario, spoke on FOI and Susan Dunlop, Curator of the Wellington County Museum & Archives, took the opportunity to tell us about a conservation project the WCM&A undertook. I would like to thank our guest speakers and all of you who were able to come to the event for helping to make it such a success. I hope to see you this year at the Region of Waterloo Archives for another great Open House on September 30.

I would like to thank our outgoing Chair, Mary Charles of the Peterborough Museum & Archives, for her support over the last few years. I would also like to thank Sharon White for continuing as Vice Chair of MAIG and Liz Mayville for agreeing to become Secretary Treasurer when I took over as Chair. The Archives Association of Ontario's Special Interest Groups wouldn't exist

without the volunteers who keep them going. If you have been thinking about assisting with any ongoing activities of MAIG or other special interest groups please do so.

I hope to see you at this year's Open House and I thank you for your commitment to municipal archives.

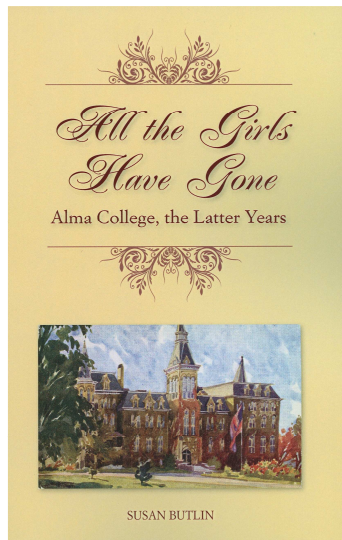


Elgin County Archives

Stephen Francom

Publications: Alma College

The Elgin County Archives, in collaboration with the Alma College International Alumnae Association, has published a history of Alma College, the international private girls' school that operated in St. Thomas, Ontario from 1877 to 1989 and was tragically destroyed by fire in May, 2008. *All The Girls Have Gone: Alma College, The Latter Years* was released in May, 2011. The author commissioned for this project is Susan Butlin, whose previous book, *The Practice of Her Profession: Florence Carlyle, Canadian Painter in the Age of Impressionism* (McGill-Queen's University Press, 2009), won the Ontario Historical Society's 2010 Alison Prentice Award for the best book on women's history published in the past three years. The book's initial print run has nearly sold out and the Archives is currently considering a second printing.



Deseronto Archives

Amanda Hill

"As tender as a woman's heart": adding new voices to the archive

Armed with funding from the Ontario Ministry of Tourism and Culture's Museums and Technology Fund and the Town of Deseronto, Deseronto Archives set up a new website in 2010 to encourage current and former Deseronto residents to share their own pictures and memories of the town online. We wanted to create a site which was largely unmediated by Archives staff: where people could put up their own materials without archival intervention.

The 'About Deseronto' site (<http://aboutdeseronto.omeka.net>) uses the free Omeka exhibition-building service to describe and host the materials. Up to a certain quantity of data, the Omeka service is free of use to institutions: there are a number of different plans available once that limit is passed. The site was easy to set up and, because it is hosted by Omeka, even easier to maintain!

We used the money from the Museums and Technology Fund to purchase a scanner, camera and digital recorder for the archives. All three were put to use in creating content for the site, particularly for a series of oral history interviews which have now been made available online. This was a new experience for the Archives, with a fairly steep learning curve in creating and editing digital audio files and fine-tuning interview techniques, but it has been great fun, too.

In one of these interviews, Don Fingland describes how the local butcher, Ed Roach, always answered the question "Is the meat tender, Ed?" with the phrase. "It's as tender as a woman's heart". Details like this are hard to find in more formal, textual, sources of history.

The project has ended now, but the website, equipment and new skills remain, allowing us to continue to add new oral history interviews and new materials to 'About Deseronto' as opportunities present themselves.



[image: scan of cheerleader's badge belonging to Cathie Vick of Deseronto (2010.21(12))]



Grey Roots Museum & Archives

Nikita Johnston

Archival Assistant Summer Student

Signed and Sealed

Part of the Grey Roots Archival Collection consists of municipal records for the County of Grey, both upper and lower tier municipalities. While many may consider these documents to be rather unexciting, when one leafs through the texts, occasionally something of interest is uncovered.

Among some of the earliest documents within the collection are the early by-laws from the first Council Meetings for the Town of Owen Sound, following its incorporation on the 1st of January 1857. Many of these documents proudly display the original town seal or crest. This early crest depicts a native man leaning against a tree while a man in pioneer dress is seated to his right, and in the background a steamboat sits in the water. While the original meaning of this seal has been lost to the ages, the text displayed below, ARBOR VIRGA FUIT, “as the twig is bent so grows the tree”, conveys some of the hope for future progress, which the early town leaders may have wished to express.

A by-law from 1866 adopted this original seal as the official Corporate Seal for the Town of Owen Sound, and the Crest remained in existence until 1967 when a new Crest was designed by William Parrott. Luckily the meanings behind the new seal are well known, and retain many of the same allusions, including the importance of both the city’s connection to water, and of its pioneer and Aboriginal heritage. The switch to the new seal can be traced to the 26th day of June 1967 which appears to be the final date that the original seal was used on city documents. A number of by-laws from 1967 proudly display both seals.

The majority of these seals are impressed, although there are also some excellent examples of the original Town of Owen Sound Seal in wax, stamp and sticker form on a number of the earliest documents. These documents and their marks of authenticity are an important component of the Archives collection, not only for their historic and legal value but also for their symbolic importance as they represent the city’s continued aspirations towards future progress.

Now at Grey Roots, visitors can view two exhibits which explore the municipal history of Grey County. *Chains of Office: Municipal Government in Grey County* highlights the symbolism of local government, both upper and lower tiers, and how the ideals and values of the day were mirrored in the government’s activities. *Pearls and Politics: Grey County’s Women of Distinction* spotlights Grey County’s history of strong female involvement in politics, telling both the stories of those working in administrative positions, as well as our elected female politicians.





County of Oxford Archives

Mary Gladwin

The Wait

(A light-hearted look at preparing to move an archives)

Over two years ago, we were told that the County of Oxford Archives would be moved into Woodstock, the County seat. Fair enough; although we've enjoyed being in Beachville, a rural community with an amazing history (first post office in the County, location of the original polling station for the County, the 1838 home of the first recorded baseball game, the world's largest quarry, etc., etc.). We've been accepted by the community, invited to barbecues and other special events, and have the wonderful experience of watching baby birds learn to fly over to our window ledge and off into the wider world.

However, the time had come and we were asked for histories, sketches, and architectural plans for two buildings located on County Square, in Woodstock. Upon questioning, we were told that we would be relocated to the former Gaol Governor's residence, a tiny, two over two buff brick house, ca. 1850s, connected to what remains of the old jail wall. A quick perusal determined that perhaps the space could be adequate if the building actually had Tardis properties. Our concerns grew when we were informed that the Oxford Branch of the Ontario Genealogical Society and the Oxford Historical Society would be sharing the space with us. Were they crazy?

Architectural companies sent in proposals, plans were reviewed and rejected by the local architectural heritage group as well as the Architectural Conservancy of Ontario, and plans were dashed. A heritage easement on the building meant that all approvals had to be made, so we waited. The company that was chosen, MMMC, from Kitchener and Brantford, proposed some new plans, and finally with some tweaking by the Ontario Heritage Trust, a new design was chosen. Apparently, there has to be a confirmed break between the older architecture and a new addition, so our ideas of having an addition that blended in with the original building were dashed. There was to be a glass corridor between the two sides – old and new, so that the original windows would still

be visible. Oh well, what do archivists know?

A second meeting with the Architects resulted in having the OGS/OHS on one side of the building and the Archives on the other side, with "reading rooms" located all over the place. Obviously the Architects hadn't read the report that had been painstakingly prepared byCarolynn Bart-Riedstra, our wonderful Archives Advisor. More explanations of how an Archives operates followed, and our Public Works Facilities Supervisor and the Architects finally grudgingly agreed that we could take over the top floor of the building. Hooray! An addition out to the west would be for a storage vault another hooray! But then, we found out that the addition would have washrooms on both levels – in the addition; and that there would be a janitor's room – in the addition; and that the space of the addition over the vault would be a meeting room. We waited One plus was that we would get an elevator, a minus was that we would have only half of the vault space.

Construction started last Fall, and it continues still. Walls were gutted, insulated and covered in new drywall. We have chosen our compact shelving, our new reference room furnishings, and the meeting room furniture. We've determined where our desks and equipment like the microfilm reader-printer will be located, we've shopped and compared, we've had our suggestion for a Wi-Fi space turned down and so decided where network drops should go. Our next step is to determine equipment and furnishings for a processing/conservation room. But now some roof repairs are required, so now we wait



[Construction on the addition to the Governor's House]

Hopefully, this Fall, we will be moved into Woodstock, on County Square. We'll be located between the County Court House and the current Department of Health which started out as the County Jail. The new Archives building has a wonderful history and we'll soon be a part of that history.

*I pulled in to Woodstock, I was needin'
information to see,
Just wanted to find a place where I could do some
local history;
"Hey mister, can you tell me where a man might
find the right fonds?"
He just grinned and pointed to the Square,
"There", then he was gone.

Take a load off Anny
Take information for a fee,
Take a load off Anny
And . . . and . . . and
Load the research right on me.*

(With apologies to Levon Helm, et al)



[Gaol Governor's House; soon to be the home of the County of Oxford Archives]



**Municipal Archives Interest Group
Annual General Meeting
June 15, 2011
Port Arthur Hotel, Thunder Bay,
Ontario
Minutes**

Executive Present: Sharon White, Vice-Chair and Ann-Marie Collins, Secretary-Treasurer
Executive Regrets: Mary Charles, Chair

Present: Gina Coady, Elgin County Archives, Liz Mayville, Oxford County Archives, Mary Gladwin, Oxford County Archives, Carolyn, Archives Advisor, Michael, Jessica, Thunder Bay Archives

1. Call to Order

Sharon welcomed everyone – Mary sends regrets and report. Introduced Ann-Marie, Secretary-Treasurer.

Approval of Agenda

Motion by: Mary Gladwin

Seconded by: Matt S.

Carried

2. Minutes

2.1 Adoption of Minutes: 2010 AGM (Barrie, June 16, 2010)

Overview given to Group. Adoption Deferred to 2012 AGM

3. Report of the Chair

a. See Annual Report as read by Sharon White

b. Carolyn mentioned she also spoke about books and resources available, which have been well used since.

4. Financial Reports

4.1 Financial Report, 2010-2011

Motion by: Liz Mayville

Second by: Gina Coady

Carried

4.2 Approval of the Budget, 2011-2012

Motion by: Michael S.

Second by: Liz Mayville

Carried

5. Open House

2011 – September 30? Not the 23rd as it is a RM meeting day. Check dates before finalizing. Try to avoid conflicts with other related events.

Possible places include Elgin County, Waterloo was suggested as they have recently launched the MINISIS DataBase, as was Peel and Vaughn.

Contact Region of Waterloo to see if they are interested, if not send a message out on AAO listserv.

Speakers could talk about MINISIS, Brian Masschaele (starting a municipal archive), Loryl MacDonald (Legal Issues in Archives)
Advertising in Municipal World – \$250 per business card size advertisement.

ISSUE	BOOKING	MATERIAL
Aug/11	Jun 20/11	Jun 24/11
Sep/11	Jul 20/11	Jul 25/11
2012 – Peel, Oxford?		

6. Directory to Municipal Archives in Ontario
Hope to have it complete for the Open House.

7. Other Business

7.1 Working group – Municipal Records Reference Guide – This has not gone far, will need to form a new committee. Interested parties to assist include Carolyn, Mary Gladwin, Liz Mayville. See if Mary Charles is still interested and Ellen Millar and Anne H.

7.2 Survey with Archives Advisor – Carolyn still thinks this need to be done. May be able get the same information via a survey the CCA council is working on. Questions would need to be looked at at MAIG Executive level. Will be looked at with Carolyn after July.

7.3 National Archival Activity Indicators (NAAI) – Sharon Attended the MAISIS meeting at ACA conference. Paul Henry and Karen Teeple have been working on this. Benchmarking and Performance Indicators and Metrics for Archival work. Indicators need to come from archives instead of clerks. Working on standardized performance standards. Matt Clarified that the indicators come from OMBI. Metrics looking at 3 areas: Facility, Collections Management, Customer Service. Draft tool is available now and you can request a copy from Paul Henry. Comments are being looked for on the tool.

7.4 OGS – Project – Carolyn – Fraser Dunford wrote a book identifying municipal records for Genealogists. He is now trying to write a book identifying records at all municipal records in all municipalities for genealogists.

8. Roundtable

Matt – Exciting to have the conference in Thunder Bay. Institutional activities – Archives, RM & FOI. Bringing in TOMRMS for new corporate management system, bringing in YCW Intern to assist with the TOMRMS Project.

Carolyn – Facility Planning books available to borrow. Lots of expansions and renovations going on.

Liz, County of Oxford – In the process of getting ready to move to the Goal Governors house c. 1852 in Woodstock with an extension. Sharing with Historical and Genealogical Societies. Counting the days to see when it will be finished. Had to put 25 foot footings in as it was previously swamp land.

Gina, Elgin County – Published a book about the last 10 years of Alma College – All the Girls Have Gone, Alma College, the Latter Years. Digitizing newspaper photos. New video channel and Flicker album getting lots of hits (120,000!)

Mary, County of Oxford – Fire suppression is still up in the air – Gas system but wont tell her what type of gas. The Archives are being accepted within the community more so things are improving. More interest is being shown from organizations within the county for their records to be incorporated. Improving awareness within municipality as well. Be sure your RM staff are aware what is where so important records don't get mistakenly disposed of. Did a tour of the court house for an enrichment Grade 9 class. Really fun to see them come alive with the history of the court house.

Brian – suggested Mary talk to Paul Henry as Ottawa put in a system that was easy to manage. Ottawa City Archive is proceeding. Opening in September.

April & Joanne, Archivist Assistants, Thunder Bay Archives – Glad to get to the conference. Good experience. Interesting to meet other people in the field and put a face to the names.

Jessica, Summer Student, Thunder Bay Archives – Digitization – Nordic Games, City Council Photos and tagged each council member. Working on a Digital exhibition of the history of the Thunder Bay waterfront. Heading back to UBC for Library side of Dual degree.

Sharon White, Belleville Hastings County Archives, - Newly established Archive, about 1 year. Partnership between the city and the county. Renovating a building to house the archive and Historical Society (brought on board last year). Building purchased in 2009. Peter C. Newman is head of fundraising effort. Now working with an architect to work out the facility issues and designing the plan for the retrofit and bringing forward cost estimates. Lucky to be included on the project team for the retrofit. Currently operating as an archives with the collection of the Historical Society (who have some municipal records) in a former town hall. Working with the municipalities and historical society. Time is an issue, but have a good team of volunteers who know the records and the community. Have also delayed our move to mid 2012 or later. Glad to have a supportive director who is supportive of the Archives and Culture.

Ann-Marie – TOMRMS, Deb, Bus trip, Busy

9. Election of Officers

9.1 Call for nominations

Secretary / Treasurer – Liz Mayville
Chair – Ann-Marie Collins
MAIGazine – Could be a new position

9.2 Election

Move to accept the slate of officers as presented.
Motion by: Mary
Seconded by: Gina

10. Adjournment

Motion to Adjourn Liz Motion

Seconded: April



Get to know your 2010-2011 MAIG Executive

Ann-Marie Collins has moved up to Chair of MAIG. This is her fourth year on the MAIG executive.

Ann-Marie has recently reached her 10 year milestone at the Bruce County Museum & Cultural Centre, 9 of those years within the Archives division. Ann-Marie enjoys being involved with the AAO via the Municipal Archives Interest Group and now as Secretary of the AAO Board. She is also involved with the Bruce County Genealogical and Historical Societies at a local level.

Ann-Marie works closely with the Education Coordinator for the BCM&CC to create interesting, curriculum based school programs in the Archives for both elementary and secondary school levels. She also confers with the Programming Coordinator on Archives related programming for children and adults. Much of this programming is offered in conjunction with the local Historical and Genealogical Societies who provide input and volunteers. The partnerships fostered between the BMC&CC and outside organizations are imperative to the success of the BCM&CC's programs. If you are interested in organizing special events within your archival facility, watch for details on the Special Event Workshop Ann-Marie will be running at the end of October through the AAO's Professional Development Committee.

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 Archives is continuously accepting transfers of material from the County and Municipalities within.

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

Sharon White is continuing as Vice Chair of MAIG for 2011-2012. She has been a municipal archivist since May 2010, when she started working as the first Archivist for the Community Archives of Belleville and Hastings County. These days she is busy planning the new facility that will open next year in Belleville as well as managing the current archives program and preparing the existing collections for the move.

Sharon's earlier work experience includes four years with the AAO as the ARCHEION Coordinator, nine years with the Archives of Ontario and the provincial government as an Archivist and Records Advisor/Trainer and additional experience at a number of smaller archives. Sharon obtained her Master of Information Studies Archives Specialist degree from the University of Toronto in 1997 and has lived in Belleville since 2001.

Sharon can be contacted by email at swhite@city.belleville.on.ca

Liz Mayville is the latest edition to the MAIG executive. She has been employed as the Assistant Archivist for the County of Oxford since 2003. While working for the County she has actively been involved in the Provincial archival community serving on the Archives Association of Ontario's Board of Governors for three years. In 2006-2007 she had the honour of serving as President. Over the last few years, she has served on the Association's Professional Development Committee, co-chaired the 2008 AAO Conference "Building Connections: Creating a Stronger Heritage Community", and has helped run the yearly Silent Auction held during the Conference Banquet. In addition to her work with the Association, she has guest lectured numerous times to several FIMS classes and has had the opportunity to teach several hands-on conservation workshops for students at Western.

Liz can be contacted by email at: lmayville@oxfordcounty.ca

If you would like more information about serving a three-year term on the MAIG executive please contact Ann-Marie, Sharon or Liz.