

Annual Report for 2022-23

Provincial Archives of Saskatchewan

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PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



Letters of Transmittal



The Honourable Lori Carr
Minister Responsible for the
Provincial Archives of
Saskatchewan

Office of the Lieutenant Governor of Saskatchewan

I respectfully submit the Annual Report for the Provincial Archives of Saskatchewan for the fiscal year ending March 31, 2023.

A handwritten signature in black ink that reads "Lori Carr".

Lori Carr
Minister Responsible for the Provincial Archives of Saskatchewan.



Dr. Louise Greenberg
Chair, Board of Directors
Provincial Archives of
Saskatchewan

The Honourable Lori Carr
Minister Responsible for the Provincial Archives of Saskatchewan.

Dear Minister:

I have the honour of submitting the Annual Report of the Provincial Archives of Saskatchewan for the fiscal year ending March 31, 2023.

A handwritten signature in black ink that reads "Louise Greenberg".

Dr. Louise Greenberg
Chair, Board of Directors
Provincial Archives of Saskatchewan

Provincial Archives of Saskatchewan Overview

Mandate

As defined in *The Archives and Public Records Management Act* the objectives and functions of the Provincial Archives are:

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records;
- To be the permanent repository of public records;
- To ensure that public records are managed, kept and preserved in a usable format;
- To promote and facilitate good records management respecting public records in order to support accountability, transparency, and effective operations; and
- To encourage and support archival activities and the archival community.

Mission

To acquire, preserve, and make accessible the documentary heritage of Saskatchewan and to provide guidance and oversight for the provincial government on records and information management.

Vision

By 2030, the Provincial Archives of Saskatchewan will be recognized by the public, heritage partners and government as an innovative public archive, rich in the diversity of our collections, accessible through online and in-person discovery and fully engaged in government-wide records and information management services.

Core lines of business

- Appraisal, Acquisition, Legislative Compliance and Access Services
- Information Management Services
- Records Processing and Preservation Services
- Reference & Outreach Services

Service Delivery Information

Public Reading Room

2440 Broad Street

Regina, Saskatchewan

Number of people served: 21,386 in 2022-23

Legislation

[The Archives and Public Records Management Act](#)

[The Archives and Public Records Management Regulations](#)

[2020-2023 Strategic Plan](#)

Progress on Goal 1: Expand the profile of the Provincial Archives of Saskatchewan (PAS)

1. Establish a public outreach and communications strategy
2. Establish an Indigenous reconciliation strategy
3. Raise government awareness and understanding of Records and Information Management (RIM) responsibilities and PAS services

Strategy:

Public Outreach and Communications

Key Actions:

- Based on the public outreach and communications strategy created in the first year of our strategic plan, staff engaged in the following activities:
 - Staff presented to several organizations, including University of Regina History Department, First Nations University, Friends of the Provincial Archives of Saskatchewan, and Moose Jaw Heritage Festival.
 - In addition, staff conducted facility tours delivered throughout the year and curated an exhibit on Royal visits.
- Staff maintained regular social media posting on Facebook and Twitter and undertook a social media campaign during Archives Awareness Week in February.
- Strategy development
 - Evaluation of Audiences: Looking to bring more focus to outreach efforts, the PAS considered non-traditional audiences to focus future outreach activities.
- Website Redesign
 - The PAS redesigned and updated its website to refresh the website with a clean, modern look, more straightforward language, easier navigation, and French language integration. It will be easier to use on various devices (phones, tablets, and computers) and for users with different abilities to understand, navigate and interact with the website.

Strategy:

Indigenous Reconciliation

Key Actions:

- Develop a reconciliation strategy
 - We are actively seeking ways to respond to the Calls to Action of the Truth and Reconciliation Commission and using the “Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce (2022)” to guide our reconciliation work.
- Respectful Terminology Project
 - Records and their record descriptions held at the PAS contain language and imagery that are illustrative of their time. As such, records within the Permanent

Collection may reflect instances of racism, sexism, ableism, or other forms of discrimination known today to be harmful.

- The PAS explored and scoped out a project: activities, procedures, partners, and processes. PAS has researched vocabulary and will begin implementation in 2023-24.
- Train staff about Indigenous reconciliation
 - Staff have taken either the 4 Seasons of Reconciliation course offered for free through the Multitype Library Board or some form of Indigenous-specific course. PAS staff are continuing to take courses as they are offered and when relevant to their work.
 - Managers completed training in First Nations Principles of OCAP (ownership, control, access, possession.)
- The PAS participated in a collaborative undertaking called “Building Bridges on the Road to Reconciliation through Historical Research,” hosted by the First Nations University of Canada in partnership with the Library and Archives Canada, including presentations and drop-in sessions for support in conducting research.

Strategy:

RIM responsibilities and PAS services

Key Actions:

- The PAS is making progress in expanding awareness of the RIM responsibilities in government, which is reflected in upward trends in the number of disposal requests submitted, the popularity of the RIM stakeholder meetings, and the increase in RIM consultations.
- Training, policies, and guidelines development continued:
 - The Information Management Services (IMS) unit completed the development of an online RIM training module for executives in government. The 25-minute module explains the basics of RIM and its importance. This module will be launched early in 2023-24.
 - IMS completed a review of the RIM Glossary of Terms.
 - “Departing Personnel Records Guidelines” were finalized and posted to the website.
- IMS held three RIM stakeholder meetings attended by 224 government employees from 38 government institutions.
- IMS coordinated reviews by the Public Records Committee (PRC) for three operational records schedules for the Workers’ Compensation Board, the Ministry of Trade and Economic Development, and the Saskatchewan Indigenous Investment Finance Corporation, and two amendments to the approved schedules for the SaskWater Corporation and the Office of Information and Privacy Commissioner. The PRC approved the schedules and the amendments.
- Quarterly reports were submitted to the Deputy Ministers’ Council on the status of records retention schedule development in the government.

Performance Measure Results:

Increased number of outreach activities

- In 2022-23, PAS did 21 tours, five presentations, one YouTube video (Saskatchewan Council for Archives and Archivists), one exhibit, and participated in a heritage festival. In 2021-22 we had two tours, four presentations, and eight exhibits.

Two new Indigenous initiatives

- Adopting the [Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce \(2022\)](#) to guide our reconciliation work.
- Work started on a Respectful Terminology project.

Staff Indigenous-specific training

- 97% of staff took the 4 Season of Reconciliation training or some form of Indigenous-specific training, exceeding our goal of 75%

Increased number of schedules under development

- There are 21 institutions currently developing schedules at various stages of the process, down from 22 last year. The PAS is nearing the 50% mark for government institutions with completed records retention schedules.

Increased number of government employees trained

- The total number of government employees participating in training was 789, double the total of 393 from the previous year.

Increased number of Ministries in RIM/forums

- This year, the participation in RIM stakeholder meetings has seen an increase of 29% of employees participating and 46% more institutions attending since the meetings resumed in 2021.

Increased number of record disposal requests

- In 2022-23, PAS saw increases in the disposal of records: a 7.2% increase in the number of disposal requests received, a 33.8% increase in the number of boxes of paper records, and an 80.9% increase in the amount of digital records authorized for disposal.

>> Provincial Archives of Saskatchewan Goals

Profile

Innovate

Invest

Progress on Goal 2: Increase capacity and accessibility to programs and services

1. Reduce backlogs in all programs
2. Increase and innovate program practices and services
3. Develop and nurture partnerships

Strategy:

Backlogs in Programs and Services

Key Actions:

- Develop and implement a backlog processing strategy
 - The Records Processing and Preservation Unit developed two new tools to streamline decision-making for processing records: a records processing assessment tool and a digitization assessment tool, which help assess processing and digitization priorities through analysis of various factors. This approach contributes to business sustainability, institutional accountability, and improved inter-unit understanding.
- Develop and implement preservation strategy by media type
 - Digitization of audio recordings housed on at-risk media, assessed using our new digitization assessment tool.

- Because of the availability of new film digitization equipment in the province, we can digitize previously inaccessible films with preservation issues such as film shrinkage.
- Reference & Outreach Services (ROS) Service Delivery
 - Monitored and assessed ROS service delivery in 2022-2023 to inform a scheduled review of service delivery standards starting in 2023-2024.
 - Researched and assessed products to replace obsolete enquiry management software. Contracted a vendor to set up the new system, RefTracker; installation to be completed in 2023-2024.

Strategy:

Program / Service Innovation

Key Actions:

- Appraisal, Acquisition, Legislative Compliance & Access (AAA) Project – Phase 1: Private Records Appraisal Process Review
 - The AAA team commenced a multi-year three-phased project to transition to new processes to enhance business sustainability, institutional accountability, and inter-unit understanding. In Phase 1, we reviewed practices and developed new processes for acquiring records from private donors, including establishing an Appraisal Committee comprised of representatives from across the institution. The Appraisal Committee gathers expert assessments about the impact of potential acquisitions on resources and provides fuller context for decision-making.
- Accreditation is a process that allows government institutions with fully developed records management programs to dispose of inactive records more efficiently. SaskPower is the first to receive this accreditation, and the PAS continued quarterly meetings with SaskPower to monitor compliance with accreditation criteria. Through this innovative process, SaskPower facilitated the disposal of 165 boxes of paper records and 3.24 TB of electronic records.
- Establish a student work program
 - In partnership with the History Department at the University of Regina, the PAS established an ongoing internship (first placements in 2023-2024) for history students to get archival experience through working on PAS social media programming.
 - PAS's funding partnership with Young Canada Works (YCW) resulted in the successful completion of inventory for over 450 boxes of PAS inactive records. In addition, it provided a valuable work experience to a student hired through YCW grant.

Strategy:

Partnerships

Key Actions:

- The PAS coordinated with Heritage Saskatchewan, the Saskatchewan African Canadian Heritage Museum (SACHM), and CBC to present the Black and Rural Saskatchewan event hosted at PAS on June 23. Records and oral histories from the PAS holdings inspired this performance by artist and folklorist Shayna Jones.
- The PAS developed a partnership with the Regina Symphony Orchestra and the SACHM to plan an event (scheduled for 2023-2024) that will include an exhibit related to the history of African-Canadian residents of the province. We worked with these partners to research and gather resources for the exhibit during 2022-2023.

- Fransaskois Outreach & Partnership Activities:
 - Our French-Language Services Archivist actively supported several French-language activities: reference services in French; member of the Société historique de la Saskatchewan's (SHS) Archives Committee; translation of social media posts into French; judged French-language entries at youth heritage fairs; tours and media interviews in French.
 - A senior records processing archivist mentors the SHS's Centre d'archives archivist about archival arrangement and description practices.
- Information Management Community of Practice: In partnership with the Privacy Operations Branch, Audit, Information Management and Safety Division of the Ministry of Justice, the PAS created the foundation for a new Information Management Community of Practice. This community will bring together records and information managers, access and privacy officers, and information technology professionals to collaborate and share knowledge in their areas of expertise.

Performance Measure Results:

Number of at-risk analog media receiving preservation treatment

- Digitization of 282 audio recordings assessed using our new digitization assessment tool.
- Digitization of six films that could not have been viewed without the latest technology available now in Saskatchewan.

AAA Project - Phase 1: Private Records Appraisal Process Review

- This new approach was implemented in November 2022. Statistics show a 37% reduction in private acquisitions over the previous year (107 in 2021-22 to 67 in 2022-23). This reduction is mainly from no longer acquiring published items, singular ephemera items with no context, and materials directed to other institutions better suited for the donation.

Service statistics*

- Number of visitors: 1,201 (up 328 or 27% from previous fiscal year)
 - Number of containers retrieved: 13,328 (up 3,451 or 26% from previous fiscal year)
 - Number of reference enquiries: 2,490 (down 40 or 2% from previous fiscal year)
 - Number of government enquiries: 2,239 (up 303 or 15.6% from previous fiscal year)
- * Comparative statistics from 2021-2022 reflect Covid-related closure April-May 2021, and Covid-related reduced in-person visits the remainder of that fiscal year.)

One non-traditional partnership initiative

- The Black and Rural Saskatchewan event hosted by the PAS in partnership with Heritage Saskatchewan, the SACHM, and CBC was the first drama performance done in partnership.

Progress on Goal 3: Invest in people-resources and organizational culture

1. Develop a strong, vibrant corporate culture
 2. Develop and foster collaboration, cross-training and professional development
 3. Further integrate volunteers into program and service delivery
-

Strategy:

Corporate Culture

Key Actions:

- Develop, issue, and analyze employee survey
 - The employee engagement survey was reissued in mid-February 2023. Members of Executive Management attended unit meetings to follow up directly with staff about the survey results and the survey experience.
 - In addition, staff completed a survey as part of our strategic planning process.
- Planning for Success individualized work planning program introduced
 - All staff prepared a work plan outlining the fiscal year's work and learning objectives. Conversations between employees and supervisors about the goals and subsequent progress occurred at the year's beginning, middle and end.
- Continue to support activities to promote staff engagement
 - During the development of the new 2023-2027 Strategic Plan, all staff attended two sessions with a facilitator as part of the strategic planning process.
 - Offered Committee/Working Group Opportunities to staff, including the Website, Image Selection, Enquiry Management System, and Acquisition Committees.
 - Four employees received the Queen Elizabeth II Platinum Jubilee Medal in recognition of their contributions to Saskatchewan from the Lieutenant Governor, Hon. Russ Mirasty, including Jeremy Mohr, Donald Johnson, Tim Novak, and Carol Radford-Grant.
 - Archivist Tim Novak, the longest-serving PAS staff member, retired in July and was recognized by his peers for his vast knowledge and commitment to client service.

Strategy:

Collaboration and Development

Key Actions:

- Identify, prioritize, and begin inter-program collaboration and cross-training activities
 - The website working group comprised members representing all units in the organization.
 - IMS & ROS collaborated to give tours to staff from ministries across the government.
 - Staff from across the organization pitched in to help ROS deliver public reference services if there were staff shortages.

- Identify gaps in knowledge and training to allocate resources best / Prioritize and plan training and professional development opportunities:
 - Gaps in knowledge/training and options to close those gaps were identified in individual work plans, allowing institution-wide planning to allocate resources for professional development and training opportunities.
 - Staff required to use the Genie lift as part of their work took or renewed their fall protection and aerial platform training.
 - Staff also completed training on a wide array of topics, including first aid/CPR; online security awareness; access, privacy, confidentiality; various subjects related to RIM; archival preservation; overhead camera digitization; managing digital archives; French and Ukrainian language courses; First Nations Principles of OCAP (ownership, control, access and possession); civility in the workplace; emotional and mental well-being; museums and community; persuasive presentations; outreach lesson planning; programming for primary school children; dealing with anti-Black archival materials.
 - Access to free and discounted online webinars and workshops has allowed for wider access to professional development opportunities.

Strategy:

Volunteer Integration

Key Actions:

- Establish a volunteer management program
 - The management team approved the Volunteer Policy on June 29, 2022.
 - Tracking of volunteer hours started in July 2022 and is updated monthly. The hours vary by month.
 - Friends of the Provincial Archives Photo Project continued. Volunteers copied text from the back of photos to capture information about previously scanned photographs. One volunteer reached a milestone of 10 years on this project and completed work on a significant section of the photograph collection. These accomplishments were celebrated with the Provincial Archivist and the Project Coordinator.
 - Identify new volunteer opportunities:
 - Regina Open Door Society: Some progress was made in laying the groundwork to launch this volunteer project, but implementation has been deferred.

Performance Measure Results:

Baseline engagement survey/response

- Issued an employee engagement survey in November 2021 and reissued in mid-February 2023. Several results indicated increased staff engagement, including work recognition, communication, and staff support for learning and development. The engagement survey indicated areas for improvement, including job satisfaction, maintaining manageable workloads, and opportunities for career growth.

Training activities

- Staff participated in 178 training opportunities, including 61 Indigenous/ Reconciliation-related opportunities (34%) and 53 Records & Information Management-related opportunities (30%).
- 97% of staff completed Indigenous-specific training by the end of the fiscal year, in particular, the course '4 Seasons of Reconciliation.'

Volunteer Contribution

- Of the approximate 60,000+ photographs assessed for the Friends Photo Project since December 2011, 14,000 photographs (23%) were reviewed in 2022-2023.

Financial Statements

Report of Management

The accompanying Financial Statements are the responsibility of management and have been approved in principle by the Board of Directors of the Provincial Archives of Saskatchewan. The Financial Statements have been prepared in accordance with Canadian generally accepted accounting principles. Management maintains a system of internal controls to ensure the integrity of the information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

The Board of Directors carries out its responsibility for the Financial Statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears on the following page.

On behalf of management,



Carol Radford-Grant
Provincial Archivist

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

Opinion

We have audited the financial statements of the Provincial Archives of Saskatchewan, which comprise the Statement of Financial Position as at March 31, 2023, and the Statements of Operations, Remeasurement Gains and Losses, Changes in Net Financial Assets and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Provincial Archives of Saskatchewan as at March 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Provincial Archives of Saskatchewan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Provincial Archives of Saskatchewan ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Provincial Archives of Saskatchewan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Provincial Archives of Saskatchewan financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Provincial Archives of Saskatchewan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Provincial Archives of Saskatchewan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Provincial Archives of Saskatchewan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control identified during the audit.

Regina, Saskatchewan
June 21, 2023

Tara Clemett, CPA, CA, CISA
Provincial Auditor
Office of the Provincial Auditor

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF FINANCIAL POSITION
As at March 31

	<u>2023</u>	<u>2022</u>
		(Note 12)
Financial assets:		
Cash on Deposit (Note 3)	\$ 1,120,213	\$ 956,712
Due from General Revenue Fund (Note 4)	-	-
Investments (Notes 2, 5, 9)	79,882	82,279
Accounts receivable	56,233	37,799
	<u>1,256,328</u>	<u>1,076,790</u>
Liabilities:		
Accounts payable and accrued liabilities	50,607	76,951
Accrued vacation pay	54,803	65,105
Due to General Revenue Fund (Note 4)	58,429	17,208
Accrued salaries and benefits	180,124	153,627
	<u>343,963</u>	<u>312,891</u>
Net financial assets (Statement 4)	<u>912,365</u>	<u>763,899</u>
Non-financial assets		
Tangible capital assets (Note 6)	675,639	793,807
Prepaid expenses	49,344	19,934
	<u>724,983</u>	<u>813,741</u>
Accumulated Surplus	<u>\$ 1,637,348</u>	<u>\$ 1,577,640</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,623,475	1,561,370
Accumulated rereasurement gains	13,873	16,270
Total Accumulated Surplus	<u>\$ 1,637,348</u>	<u>\$ 1,577,640</u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF OPERATIONS
For the Year Ended March 31

	Budget 2023	Actual 2023	Actual 2022
	(Note 11)		
Revenue:			
Grants - General Revenue Fund Government of Canada	\$ 4,363,000 7,283 <u>4,370,283</u>	\$ 4,363,000 7,283 <u>4,370,283</u>	\$ 4,363,000 33,981 <u>4,396,981</u>
Reference Services	38,000	33,002	35,810
Preservation Services	18,900	16,278	16,080
Investment Income	3,000	2,997	2,876
Contract Revenue	41,232	42,036	42,516
Other Services	140,000	239,770	133,502
Miscellaneous	15,000	16,645	15,992
Interest Income	15,000	74,796	13,639
	<u>4,641,415</u>	<u>4,795,807</u>	<u>4,657,396</u>
Expense:			
Salaries and Benefits	3,161,558	3,151,586	3,204,223
Accommodation	1,080,000	1,021,491	953,212
General Operating	363,857	434,533	285,561
Amortization of tangible capital assets	84,000	126,092	127,170
	<u>4,689,415</u>	<u>4,733,702</u>	<u>4,570,166</u>
Surplus for the year	<u>\$ (48,000)</u>	62,105	87,230
Accumulated surplus from operations, beginning of year		<u>1,561,370</u>	<u>1,474,140</u>
Accumulated surplus from operations, end of year		<u>\$ 1,623,475</u>	<u>\$ 1,561,370</u>

(See accompanying notes to the financial statements)

**PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the Year Ended March 31**

	<u>2023</u>	<u>2022</u>
Accumulated Remeasurement Gains, Beginning of Year	\$ 16,270	\$ 14,671
Unrealized (loss) gain attributable to:		
Investment in pooled funds	<u>(2,397)</u>	<u>1,599</u>
Net remeasurement (loss) gain	<u>(2,397)</u>	<u>1,599</u>
Accumulated Remeasurement Gains, End of Year	<u><u>\$ 13,873</u></u>	<u><u>\$ 16,270</u></u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	<u>Budget 2023</u> (Note 11)	<u>Actual 2023</u>	<u>Actual 2022</u>
Surplus for the year	\$ (48,000)	\$ 62,105	\$ 87,230
Acquisition of tangible capital assets	(18,050)	(7,925)	(98,915)
Amortization of tangible capital assets	84,000	126,092	127,170
	<u>65,950</u>	<u>118,167</u>	<u>28,255</u>
Changes in prepaid expense	<u>-</u>	<u>(29,409)</u>	<u>(325)</u>
Net remeasurement (loss) gain	<u>-</u>	<u>(2,397)</u>	<u>1,599</u>
Increase in net financial assets	17,950	148,466	116,759
Net financial assets, beginning of year	<u>763,899</u>	<u>763,899</u>	<u>647,140</u>
Net financial assets, end of year	<u>\$ 781,849</u>	<u>\$ 912,365</u>	<u>\$ 763,899</u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
STATEMENT OF CASH FLOW
For the Year Ended March 31

	<u>2023</u>	<u>2022</u>
		(Note 12)
Operating transactions		
Surplus for the year	\$ 62,105	\$ 87,230
Items not affecting cash:		
Amortization of tangible capital assets	126,092	127,170
Change in non-cash balances relating to operations:		
Accounts receivable	(18,434)	(11,344)
Prepaid expenses	(29,409)	(325)
Accounts payable and accrued liabilities	(26,344)	21,707
Accrued vacation pay	(10,302)	(6,432)
Accrued salary and benefits	26,497	3,658
Cash provided by operating transactions	<u>130,205</u>	<u>221,664</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(7,925)</u>	<u>(98,915)</u>
Cash used in capital transactions	<u>(7,925)</u>	<u>(98,915)</u>
Net increase in cash	122,280	122,749
Cash, beginning of year	<u>939,504</u>	<u>816,755</u>
Cash, end of year	<u>\$ 1,061,784</u>	<u>\$ 939,504</u>
Cash includes the following:		
Cash on Deposit	1,120,213	956,712
Due to General Revenue Fund	<u>(58,429)</u>	<u>(17,208)</u>
	<u>\$ 1,061,784</u>	<u>\$ 939,504</u>

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2023

1. Authority

The Provincial Archives of Saskatchewan (the Archives) was established under the authority of *The Archives and Public Records Management Act* for the purpose of acquiring and preserving public records and private records of significance to Saskatchewan and facilitating access to those records.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian public sector accounting standards as published by CPA Canada. The following accounting policies are significant.

a) **Tangible Capital Assets**

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Archives has placed a nil value on the Permanent Collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) **Investments**

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The pooled fund consists of investments in other pooled and segregated funds that hold Canadian and global equities, fixed income, real estate and managed futures. Units in the pooled fund are valued at fair value using closing bid price. The market values of investments in foreign currencies are translated into Canadian dollars at the closing rate of exchange on March 31, 2023. The purchase and sales of investments, income and expenses are translated at the rate of exchange prevailing on the respective dates of such transactions.

Income distributions from the pooled fund are recorded as investment income in the Statement of Operations. Unrealized gains and losses related

to the change in fair value of units in the pooled fund are presented in the Statement of Remeasurement Gains and Losses.

- c) Revenue
Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenue.

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, the transfer is authorized, and reasonable estimates of the amount can be made.

- d) Use of Estimates
The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

- e) Financial Instruments
Financial instruments of the Archives include Cash on Deposit, Due to General Revenue Fund, investments, accounts receivable, accounts payable and accrued liabilities, accrued salaries and benefits, and accrued vacation pay. Cash on Deposit and Due to General Revenue Fund are recorded at cost. The remaining items are recorded at amortized cost. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity.

- f) New Accounting Standards
PS 3400 Revenue (effective April 1, 2023) is a new standard establishing guidance on how to account for and report on revenue. Specifically, it addresses revenue arising from exchange transactions and unilateral transactions. The Archives plans to adopt this new standard on the effective date and is currently analyzing the impact this will have on these financial statements.

PS 3280 Asset Retirement Obligation (effective April 1, 2022) is a new standard establishing guidance on accounting for a liability for retirement of tangible capital assets. The Archives assessed the impact of the new standard and has determined it has no impact on the Archives.

3. Cash on Deposit

Cash on deposit consists of interest-bearing money on deposit with the bank. Interest earned on the operating account balance is calculated and paid monthly into the Archives' operating account.

Under its credit facility with RBC, the Archives holds a line of credit to a maximum of \$1,000,000. The line of credit is due on demand and bears interest at the RBC prime rate plus 0.5%. As at March 31, 2023 the line of credit was undrawn.

4. Due to/from General Revenue Fund

The Archives' account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. As at March 31, 2023, the account was overdrawn. During the year, the General Revenue Fund (GRF) did not pay interest on the Archives' bank account, nor did it charge interest on an overdraft.

5. Evelyn Eager Estate

In July 1992, the Archives received a bequest of \$40,000. It received an additional \$7,371 in September 1994. The Archives has restricted \$47,371 indefinitely with the income earned on the related investment used to promote and facilitate access to the Archives' Permanent Collection.

6. Tangible Capital Assets

	2022-23			2021-22
	Office Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Total (\$)	Total (\$)
Opening cost	854,139	933,570	1,787,709	1,688,794
Additions during the year	4,172	3,752	7,925	98,915
Closing cost	858,311	937,322	1,795,634	1,787,709
Opening accumulated amortization	431,646	562,257	993,903	866,733
Annual amortization cost	33,195	92,897	126,092	127,170
Closing accumulated amortization	464,841	655,154	1,119,995	993,903
Net book value of tangible capital assets	393,470	282,168	675,639	793,806

7. Related Party Transactions

These financial statements include transactions with related parties. The Archives is related to all Saskatchewan Crown agencies such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan, as well as its key management personnel and their close family members. Additionally, the Archives is related to organizations where they have key management personnel and/or their close family members in common.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in revenue is related party transactions of \$4,604,482 (2022 - 4,504,382) of which \$37,165 (2022 - \$26,521) was receivable at March 31, 2023. Included in expense is related party transactions of \$1,602,602 (2022 - \$1,307,862) of which \$161,831

(2022 - \$162,253) was payable at March 31, 2023. These amounts include transfers to the Saskatchewan Ministry of Finance for employee benefits.

The Archives pays Provincial Sales Tax (PST) to the Saskatchewan Ministry of Finance on all taxable purchases and customer sales. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Archives' employees participate in the Public Employees Pension Plan which is a defined contribution plan. The Archives' financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$222,710 (2022 - \$229,739).

9. Investments

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The fund consists of investments in pooled and segregated funds that hold Canadian and global equities, fixed income, real estate, and managed futures. The University's pooled fund consists of:

	2023	2022
Canadian Equities	19%	19%
Global Equities	40%	39%
Canadian Real Estate	5%	5%
Global Real Estate	4%	5%
Fixed Income	22%	22%
Managed Futures	10%	10%

For the year ended March 31, 2023, the Long-term Investment Pooled Fund distributed \$2,997 (2022 - \$2,876) of spendable investment income to the Archives. For the year ended March 31, 2023, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized loss of \$2,397 (2022 – unrealized gain of \$1,599).

Fair Value

Fair-valued financial instrument holdings are classified using a hierarchy that reflects the significance of the inputs used in determining their measurements. Under the classification structure, financial instruments recorded at unadjusted quoted prices in active markets for identical assets and liabilities are classified as Level 1. Instruments valued using inputs other than quoted prices included in Level 1 that are observable for the asset or liability either directly or indirectly are classified as Level 2. Instruments valued using inputs that are not based on observable market data are classified as Level 3. All investments are classified as Level 1 and 2. There were no items transferred between levels during 2023 or 2022.

10. Risk Management

Through its financial assets and liabilities, the Archives is exposed to various risks. The Archives is also exposed to risk through its investments. As the Archives' investments are within a pooled fund held by the University of Saskatchewan, the University manages these financial risks. The University has an Investment Policy, which provides guidelines to the investment manager for the asset mix of the portfolio regarding quality and quantity of fixed income and equity investments. The asset mix helps to reduce the impact of market value fluctuations by requiring investments in different asset classes and in domestic and foreign markets.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge their responsibilities with respect to the financial instrument, and in so doing, cause a loss for the other party. For the Archives, there is credit risk with respect to the potential non-payment of accounts receivable.

The Archives is exposed to minimal credit risk as these receivables are from other government agencies and were collected shortly after year end.

Interest Rate Risk

Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate due to changes in market interest rates. Interest receivable is subject to interest rate risk.

Interest income is a small portion of the Archives' total revenue and increases or decreases in interest rates would not be expected to significantly impact operations.

Liquidity Risk

Liquidity risk is the risk that the Archives will encounter difficulty in meeting financial obligations as they fall due. Cash resources are managed on a daily basis based on anticipated cash flows. Accounts payable and accrued liabilities, accrued vacation pay, and accrued salary and benefits are due within one year.

11. Budget

These amounts are included in the annual budget approved by the Board of Directors of the Provincial Archives of Saskatchewan on April 22, 2022.

12. Comparative Figures

Certain balances have been reclassified to conform to the current year's presentation.