

# Annual Report

2024-25

Provincial Archives of Saskatchewan



# Letters of Transmittal



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, 2025.

A handwritten signature in black ink that reads "David Marit".

David Marit  
Minister Responsible for the Provincial Archives of Saskatchewan

The Honourable  
David Marit  
Minister Responsible for  
the Provincial Archives of  
Saskatchewan



The Honourable David Marit  
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, 2025.

A handwritten signature in blue ink that reads "Keith Comstock".

Keith Comstock  
Chair, Board of Directors  
Provincial Archives of Saskatchewan

Keith Comstock  
Chair, Board of Directors  
Provincial Archives of  
Saskatchewan

# Provincial Archives of Saskatchewan (PAS) 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.

## Vision

To be the authority for public records and to ensure the documentary history of Saskatchewan is preserved and accessible.

## Mission

Through innovation, collaboration and partnerships provide guidance and oversight to the provincial government on records and information management and acquire, preserve make available records of historical significance in a way that respects the diversity of our province.

## Core lines of business

- Appraisal, Acquisition, Legislative Compliance and Access Services
- Information Management Services (IMS)
- Records Processing and Preservation Services (RPPS)
- Reference & Outreach Services (ROS)

## Legislation and Guiding Documents

- [The Archives and Public Records Management Act](#)
- [The Archives and Public Records Management Regulations](#)
- [2023-2027 Strategic Plan](#)

## Progress on Goal 1: Impact – Enhance the Profile of PAS

**Strategy:** *The approach we took to achieve our goal*

Ensure that truth and reconciliation is valued and reflected in our work.

**Key Actions:** *What we did to get there*

- Respectful terminology project
  - Some entries in PAS’s online catalogue contain language that is harmful or disrespectful. This project involves updating outdated, offensive and hateful language found in our online catalogue to make it more appropriate. This work is part of PAS’ continued reconciliation efforts. It will benefit all citizens as we continue the path to reconciliation.
- Responding to requests for Indigenous information with the *Reconciliation Framework* as our guide
  - Staff continue to respond to requests for Indigenous information from our collection. Staff consider the principles found in the *Reconciliation Framework* when working with records containing Indigenous information.
  - PAS met with the Senior Indigenous Advisor for the Ministry of SaskBuilds and Procurement (SBP) and attended the Government of Saskatchewan (GOS) Indigenous Advisor's Council meeting in July to provide an overview of our reconciliation projects.
  - PAS contacted an Indigenous consultant about Indigenous material and cultural access restrictions.
- Seek Indigenous training opportunities for staff
  - Staff have taken a variety of Indigenous training throughout the year including:
    - *Understanding Residential School Records;*
    - *The 4 Seasons of Reconciliation;*
    - The National Centre for Truth and Reconciliation (NCTR) webinars during Truth and Reconciliation Week;
    - Several Standing Senate Committee on Indigenous Peoples sessions regarding access to records;
    - *A Maturity Model for Reparative Descriptions;* and
    - *Trauma-Informed and Cultural Sensitivity Training.*

**Strategy:** *The approach we took to achieve our goal*

Engage the public and users with our collection and services in meaningful and relevant ways.

**Key Actions:** *What we did to get there*

- Social media
  - In 2023 PAS developed a refreshed social media program. This year the program featured fun photos, engaging videos, event promotion, staff features and an “Archival Boxing Match.” This boxing match is a friendly race between archives to assemble boxes. Saskatchewan’s time is undefeated at 13.25 seconds!

- PAS developed the engaging social media project *Then and Now* with help from a University of Regina intern and the Friends of the Provincial Archives of Saskatchewan (Friends). The intern located historic images of buildings for the “Then” photos. The Friends travelled and took pictures of the same location to create the “Now” photos. These postings were featured during National Volunteer Week 2025.
- Public outreach and communications
  - Some of the major outreach initiatives this past year included:
    - One virtual and two in-person exhibits; and
    - Our outreach staff appeared monthly on Radio Canada's *Pour faire un monde*.
  - PAS was featured on CTV Regina segments:
    - *Preserves history: Sask. Film rescue company restores historic film through digitization*;
    - *Sask. Archivists looking to confirm if marriage performed in the skies over Regina was aviation first*; and
    - *On the Go: Provincial Archives of Saskatchewan*.

**Strategy:** *The approach we took to achieve our goal*

Increase government awareness and understanding of Records and Information Management (RIM) responsibilities and PAS services.

**Key Actions:** *What we did to get there*

- Information Management Community of Practice (IMCoP)
  - IMCoP was established by PAS and the Ministry of Justice for privacy, records management, access, security and information technology experts in GOS. The IMCoP team organized three meetings, with an average of 141 participants attending each one.
- Publications
  - IMS published a success story on *Staffroom*, the GOS’s intranet, about IMCoP.
  - IMS updated the *Electronic Documents and Records Management System Acquisition Guideline* and published the *Destruction of Records Guidelines*.
  - IMS updated the online training module *Introduction to Records Management (basic overview)* available on LEARN, the GOS’ online learning site and the PAS website.
- Advisory services
  - IMS continues providing RIM advice to the Enterprise Business Modernization Project.
  - IMS is part of the Data Retention Project working group coordinated by SBP.
- *Administrative Records Management System (ARMS) 2014 review*
  - ARMS 2014 organizes and determines retention periods for administrative records. As part of the ARMS 2014 project, the PAS completed an internal review. This review will be used for a cross-government working group to be established next year.

**Performance Measure Results:**

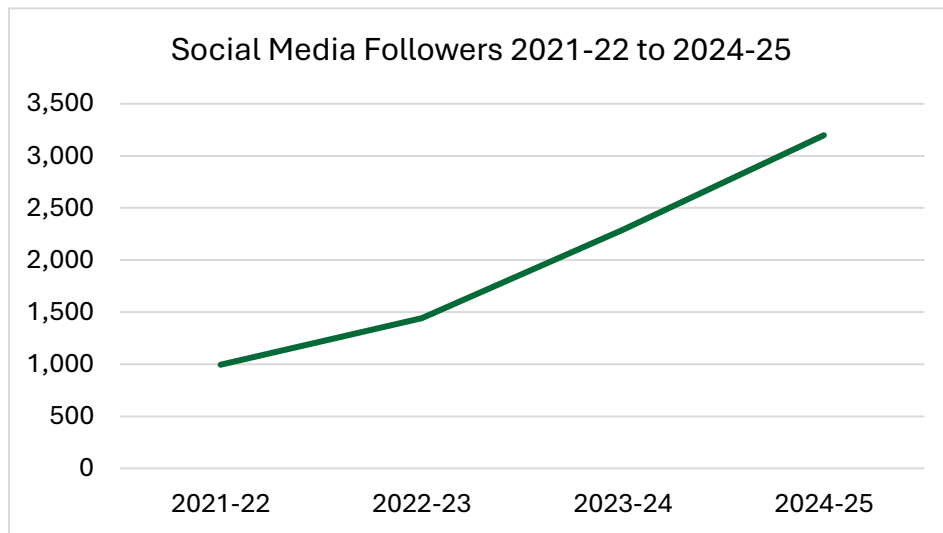
**Outreach activities**

- PAS did:
  - 25 tours (up from 17 tours in 2023-24);

- Three presentations (down from eight presentations in 2023-24);
- 29 YouTube videos (up from nine YouTube videos in 2023-4);
- Two exhibits (up from one exhibit in 2023-24); and
- Attended one event (down from three events in 2023-24).

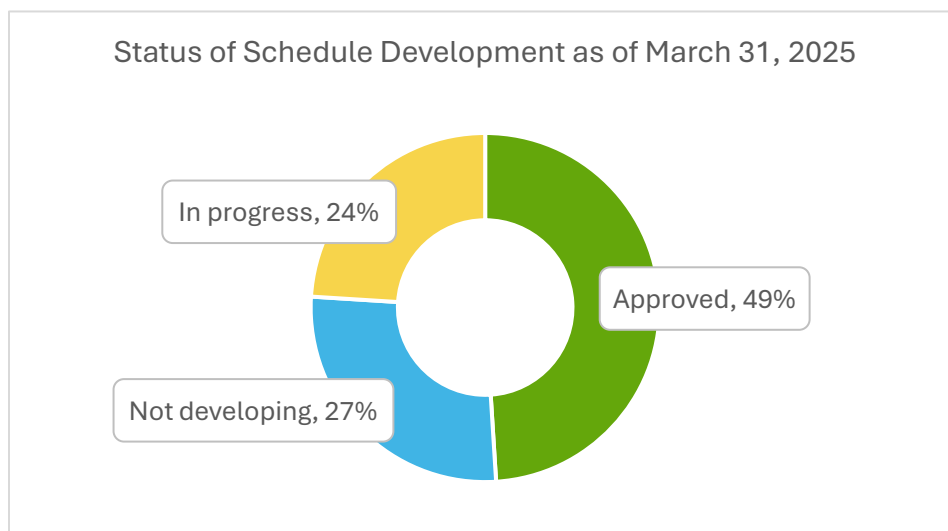
### Social media engagement

- We changed our reporting measures this year for recording social media.
  - Our social media followers increased from 2,291 to 3,198, a 39.6 per cent increase over the past year.
  - Our social media reach increased from 200,478 in 2023-24 to 251,979 in 2024-25.
  - We served over 23,724 people as measured by our Social Media interaction statistics.



### Schedule development

- PAS worked with 14 government institutions on schedule development, down from 24 in the previous fiscal year. The Public Records Committee approved two operational records schedules, one for the Ministry of Agriculture and one for Executive Council. Nearly 50 per cent of government institutions now have approved schedules.



### Government employees trained in RIM

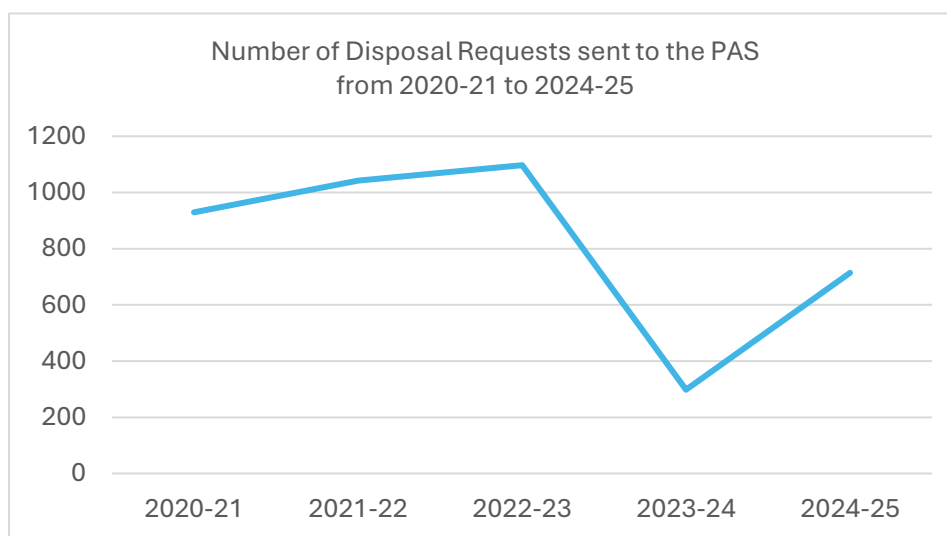
- The total number of training participants was 813. This is a 10.5 per cent decrease from the previous year.
- IMCoP held three meetings with an average attendance of 141 participants representing 47 different government institutions.

### Advisory services – RIM awareness

- PAS replied to 2,388 RIM enquiries from government. This is a slight increase compared to 2,342 enquiries in 2023-24.

### Number of record disposal requests

- In 2024-25 PAS received 714 disposal requests. This is a significant increase over the 298 requests in 2023-24. Last year's low numbers were caused by a backlog in reviews for the Tobacco Litigation Unit at the Ministry of Health.



>> Provincial Archives of Saskatchewan Goals

Impact

Innovate

Inspire

## Progress on Goal 2: Innovate – Enhance the Capacity and Accessibility of Programs and Services

### Strategy: *The approach we took to achieve our goal*

Explore innovative models for service delivery that drive efficiencies, practices and services.

### Key Actions: *What we did to get there*

- Implemented Foundational information technology (IT) projects
  - PAS online catalogue software was upgraded and refreshed to match our website. PAS staff from all units worked together to complete approximately 500 test cases after the upgrade.

- PAS increased vendor support to maintain our computer systems. We increased support hours, invested in knowledge transfer and increased IT staff training.
- Several information security improvements were implemented including:
  - Multi-factor authentication;
  - System upgrades;
  - A higher security area;
  - Testing with virtual machines; and
  - Stand-alone antivirus programs on public terminals.
- PAS improved the disaster recovery system by moving it to an off-site location with synchronized data.
- Develop a decision making and project governance framework
  - A framework which incorporates project management principles was drafted. It includes a concept stage and a project stage. The framework is being piloted and will be finalized next year.
- Access database conversion project
  - PAS created an inventory of current databases. This resulted in some databases being amalgamated or migrated.

**Strategy:** *The approach we took to achieve our goal*

Establish service delivery standards for each key user group.

**Key Actions:** *What we did to get there*

- Service delivery standards
  - ROS conducted a review of similar organizations and discussed any insights. Based on these insights ROS drafted a set of service standards. The *Service Delivery Standards* are complete and published in the reading room and on the website.

**Strategy:** *The approach we took to achieve our goal*

Develop and nurture strategic partnerships.

**Key Actions:** *What we did to get there*

- Complete one on site event per year through partnerships
  - Archives Week: PAS hosted an in-person event for Archives Week titled *The Thrill of Discovery*. Frank Korvemaker, a local historian, spoke on how finding archival records has improved our knowledge of historical sites, people and events.
    - Four additional institutions participated with displays and spoke with the 75 attendees who braved the weather. The institutions were: the Saskatchewan Council of Archives and Archivists, the University of Regina Archives, the Saskatchewan African Canadian Heritage Museum, and the Saskatchewan Sports Hall of Fame.
    - The event also included tours, conversations and socializing and the new PAS exhibit *The Thrill of Discovery: A Picture is Worth a Thousand Words*. The exhibit highlights interesting discoveries from PAS and demonstrates some of the ways to tease information out of records and photographs.
  - Veteran's Week: PAS hosted a virtual presentation with a staff member of the Canadian War Museum (CWM) during Veteran's Week in November. Dr. Mélaïne Morin-Pelletier of CWM gave a 30-minute presentation on the general history of nursing sisters. ROS staff presented on Nursing Sister Gladys Matheson and the

records found in her collection. An in-person and virtual exhibit titled *Oh, Oh, Oh, It's a Lovely War: Gladys Matheson's Memories* as a Nursing Sister was created to feature this collection.

- The Friends of the Provincial Archives (Friends)
  - PAS is grateful for the contribution of the Friends. The Friends have built a community of 611 members. They stay in contact with emails that include research tips, PAS updates and insights into Saskatchewan history. Friends volunteered at the Archives Week event and are working on a photo project that copies text from the back of photographs. Friends also took pictures from across the province for the social media *Then and Now* initiative.
- University of Regina internship partnership with the history department
  - PAS benefited from the work of two interns. A Master of Arts in Applied History intern began creation of a Lung Association record index. They also updated collection restrictions and completed an access review. An Honours Bachelor of Arts in History intern focused on outreach projects, including the *Then and Now* photo project.
- Saskatchewan African Canadian Heritage Museum (SACHM)
  - PAS is grateful to the SACHM for lending an exhibit in February. It was put on display to celebrate African Canadian Black History Month.
- Fransaskois outreach and partnership activities
  - Our French-language services archivist provided reference services in French. They actively supported several French-language activities including:
    - Serving on the Société Historique de la Saskatchewan's (SHS) archives committee;
    - Translating social media posts into French;
    - Contributing to the SHS plan for the *Rendezvous de la Francophonie* in March 2025. The theme is *Cultivate your Roots*;
    - Judging French-language entries at youth heritage fairs; and
    - Giving media interviews in French.

### Performance Measure Results:

#### Government records

- Process mapping of the government disposition process was completed last year. Administrative and invoicing work was moved to Corporate Services staff.

#### Access database conversion

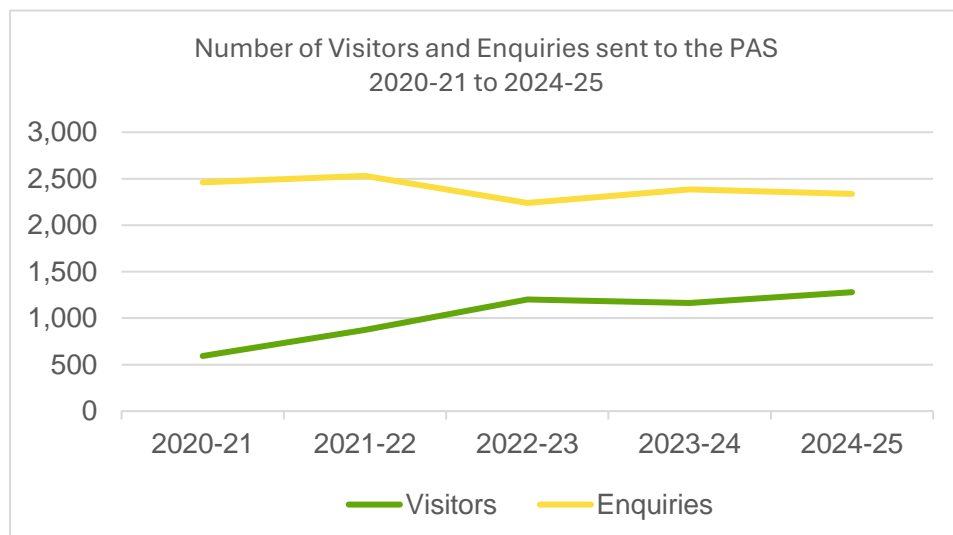
- 45 databases were either migrated into Excel, PAS catalogue or the latest supported version of Microsoft Access.

#### Service Delivery Standards

- In 2024-25 we had 202 customer service ratings with an average rating of 4.64 out of 5. Ratings were implemented for the last three months of 2023-24 and we received 34 evaluations with an average rating of 4.8 out of 5.

#### Service statistics

- Number of visitors: 1,279 (up 116 or 10.0 per cent from 2023-24).
- Number of containers retrieved: 16,972 (down 3,165 or 15.7 per cent from 2023-24).
- Number of enquiries: 2,337 (down 49 or 2.1 per cent from 2023-24).
- Number of government (RIM) enquiries: 2,388 (up 46 or 2.0 per cent from 2023-24).



#### Volunteer Contributions

- The Friends reviewed over 6,000 items in the photo collection. An increase from 3,900 items the previous year.

>> Provincial Archives of Saskatchewan Goals

Impact

Innovate

Inspire

## Progress on Goal 3: Inspire – People and Organizational Culture

**Strategy:** *The approach we took to achieve our goal*

Develop a strong and vibrant corporate culture.

#### KeyActions: *What we did to get there*

- Explore other forms of recognition
  - At the PAS fall all-staff meeting the team broke into cross-unit groups to discuss recognition and provide feedback. After discussing the feedback, the Management Team will:
    - Provide informal recognition over the year;
    - Document success stories in management reports;
    - Share management reports; and
    - “Pass-on” any recognition at their unit meetings.
- Social Committee
  - During 2024-25, the Social Committee organized many activities open to all staff including:
    - Halloween celebrations;
    - Group lunches;
    - A potluck lunch;
    - An annual holiday party;
    - A lunch hour team-building game; and
    - Signed up for a Nut Man route.

**Strategy:** *The approach we took to achieve our goal*

Attract and foster opportunities to collaborate, innovate and celebrate.

**KeyActions:** *What we did to get there*

- Explore and implement ideas. These include cross-unit meetings and projects
  - There were several opportunities for staff to collaborate across units including:
    - Review of old electronic records for disposal;
    - Monetary appraisals;
    - Cross-unit presentations;
    - The disposal of a tracking database; and
    - The development of the *IT Acceptable Use Policy*.
  - All-Staff meetings were held in May 2024, September 2024, January 2025 and March 2025.
- Foster collaboration, innovation and celebration
  - Cross-unit meetings on projects and matters of joint concern.
  - *Conversations with Carol* lunch gatherings held monthly. Topic highlights include:
    - Wellness and wellbeing;
    - Logical fallacies;
    - The power of introverts;
    - Building organizational community; and
    - Goal setting.
  - Celebrations at unit meetings for milestone achievements and long-term service.
- Continue to promote cross-unit working groups
  - Staff participated in several cross-unit working groups:
    - Accessibility Working Group;
    - Disposal Process Mapping;
    - Appraisal Committee;
    - Occupational Health and Safety Committee;
    - The Storage Safety Working Group; and
    - Social Committee.

**Strategy:** *The approach we took to achieve our goal*

Create a succession and professional growth plan for all levels of PAS.

**KeyActions:** *What we did to get there*

- *Planning for Success/work planning*
  - Work planning continued this year. This planning allowed managers and staff to have productive conversations about work, competency and learning objectives.
- Succession planning
  - Succession planning is progressing. Executive management has:
    - Researched succession planning;
    - Identified six steps for the process; and
    - Met with the Public Service Commission (PSC) to learn more about the new *Capabilities and Skills Framework*.
  - Executive Management will continue to create tools for succession planning, but PAS will postpone the roll-out. Implementation will coincide with PSC's *Capabilities and Skills Framework* training on which the tools are based.

### **Performance Measure Results:**

#### **Successful collaborative projects**

- 30 staff (81 per cent) participated in six cross-unit working groups/committees. The number of participants is down from 32 staff participating in eight cross-unit working groups/committees in 2023-24.

#### **Training activities**

- Staff participated in 130 unique training courses including areas such as copyright, Indigenous-specific training, trauma-informed practice and accessibility training.

# 2024-25 Improvement and Innovation Highlights

1	<p><b>Respectful terminology project</b></p> <ul style="list-style-type: none"> <li>• Some record descriptions in the Archives' catalogue contain harmful or disrespectful language.</li> <li>• RPPS is updating outdated, offensive and hateful language found in our database.</li> <li>• 626 descriptions out of 2,000 were updated.</li> <li>• This work is part of the Provincial Archives continued reconciliation efforts. It will benefit all citizens as we continue the path to reconciliation.</li> <li>• This project supports the strategic goal – Impact.</li> </ul>
2	<p><b>Social media</b></p> <ul style="list-style-type: none"> <li>• PAS developed a refreshed social media program in 2023 which continued this year.</li> <li>• As a result, this year we have seen a 39.6 per cent increase of followers compared to the previous year.</li> <li>• Social media is a free and popular way of making the Archives collection more available to all people in Saskatchewan.</li> <li>• This project supports the strategic goal – Impact.</li> </ul>
3	<p><b>Administrative Records Management System 2014 review</b></p> <ul style="list-style-type: none"> <li>• ARMS 2014 is a records management tool for organizing and scheduling administrative records.</li> <li>• PAS completed the first draft of an internal review of ARMS 2014. This draft will be used by a cross-government ARMS review working group.</li> <li>• By updating ARMS 2014 we will ensure that all government institutions who use it are following current legislation. This update helps avoid legal problems from keeping records for too little or too much time.</li> <li>• This project supports the strategic goal – Impact.</li> </ul>
4	<p><b>Service Delivery Standards</b></p> <ul style="list-style-type: none"> <li>• ROS created a set of service standards this year.</li> <li>• These standards are published on our website and in our reading room.</li> <li>• These service standards benefit all people as they set expectations for the high-quality experience we provide when visiting or sending us enquiries.</li> <li>• These standards support the strategic goal – Innovate.</li> </ul>

<p><b>5</b></p>	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• The Archives hosted one on-site and one virtual event this year.</li> <li>• The on-site event <i>The Thrill of Discovery</i> included a talk by local historian Frank Korvemaker, displays from local archives, a new exhibit to browse and tours of the PAS facility.</li> <li>• The virtual event was in cooperation with the Canadian War Museum and included presentations about Canadian Nursing Sister history.</li> <li>• These events benefit those who are eager to learn more about Saskatchewan’s history – highlighting those who came before us, how they lived and the sacrifices they made.</li> <li>• Audiences included all ages from school children to seniors.</li> <li>• These events support the strategic goal – Innovate.</li> </ul>
<p><b>6</b></p>	<p><b>Attract and foster opportunities to collaborate</b></p> <ul style="list-style-type: none"> <li>• PAS provided many opportunities for staff to work together, including: <ul style="list-style-type: none"> <li>○ Cross-unit meetings covering numerous topics;</li> <li>○ Four all-staff meetings;</li> <li>○ Cross-unit meetings on major projects;</li> <li>○ Lunch-time conversation meetings; and</li> <li>○ Six cross-unit working groups.</li> </ul> </li> <li>• These opportunities support the strategic goal – Inspire.</li> </ul>

# Financial Summary

## 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



Nancy Schleede  
Director, Corporate Services

**PROVINCIAL ARCHIVES OF SASKATCHEWAN**

**FINANCIAL STATEMENTS**

**For the Year Ended March 31, 2025**



## 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, 2025, 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, 2025, 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's 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's 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  
July 4, 2025

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>2025</u>	<u>2024</u>
Financial assets:		
Cash on Deposit (Note 3)	\$ 727,076	\$ 1,227,476
Due from General Revenue Fund (Note 4)	35,882	-
Investments (Notes 2, 5, 9)	87,616	84,588
Accounts receivable	54,345	20,779
	<u>904,919</u>	<u>1,332,843</u>
Liabilities:		
Accounts payable and accrued liabilities	101,968	121,507
Accrued vacation pay	47,157	60,413
Accrued salaries and benefits	247,424	265,926
	<u>396,549</u>	<u>447,846</u>
Net financial assets (Statement 4)	<u>508,370</u>	<u>884,997</u>
Non-financial assets		
Tangible capital assets (Note 6)	521,021	596,267
Prepaid expenses	63,112	17,026
	<u>584,133</u>	<u>613,293</u>
Accumulated Surplus	<u>\$ 1,092,503</u>	<u>\$ 1,498,290</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,070,896	1,479,711
Accumulated remeasurement gains	21,607	18,579
Total Accumulated Surplus	<u>\$ 1,092,503</u>	<u>\$ 1,498,290</u>

(See accompanying notes to the financial statements)

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

	<b>Budget 2025</b>	<b>Actual 2025</b>	<b>Actual 2024</b>
	(Note 11)		
Revenue:			
Grants - General Revenue Fund	\$ 4,330,000	\$ 4,329,555	\$ 4,330,000
Government of Canada	-	-	10,000
	<u>4,330,000</u>	<u>4,329,555</u>	<u>4,340,000</u>
Reference Services	31,000	30,904	26,670
Preservation Services	17,000	17,020	17,858
Investment Income	3,000	3,304	3,444
Other Services	85,000	115,549	89,979
Miscellaneous	17,000	11,735	15,440
Interest Income	155,000	104,330	131,224
	<u>4,638,000</u>	<u>4,612,397</u>	<u>4,624,615</u>
Expense:			
Salaries and Benefits	3,285,000	3,442,136	3,112,809
Accommodation	1,096,000	1,084,391	1,159,554
General Operating	412,000	389,741	389,688
Amortization of tangible capital assets	112,000	104,944	106,328
	<u>4,905,000</u>	<u>5,021,212</u>	<u>4,768,379</u>
(Deficit) Surplus for the year	<u>\$ (267,000)</u>	(408,815)	(143,764)
Accumulated surplus from operations, beginning of year		<u>1,479,711</u>	<u>1,623,475</u>
Accumulated surplus from operations, end of year		<u>\$ 1,070,896</u>	<u>\$ 1,479,711</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>2025</u>	<u>2024</u>
Accumulated Remeasurement Gains, Beginning of Year	\$ 18,579	\$ 13,873
Unrealized gain (loss) attributable to:		
Investment in pooled funds	<u>3,028</u>	<u>4,706</u>
Net remeasurement gain (loss)	<u>3,028</u>	<u>4,706</u>
Accumulated Remeasurement Gains, End of Year	<u><u>\$ 21,607</u></u>	<u><u>\$ 18,579</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**

	<b>Budget 2025</b>	<b>Actual 2025</b>	<b>Actual 2024</b>
	<u>(Note 11)</u>		
(Deficit) Surplus for the year	\$ (267,000)	\$ (408,815)	\$ (143,764)
Acquisition of tangible capital assets	(39,500)	(30,746)	(26,957)
Amortization of tangible capital assets	112,000	104,944	106,329
Loss on disposal of tangible capital assets	<u>-</u>	<u>1,048</u>	<u>-</u>
	<u>72,500</u>	<u>75,246</u>	<u>79,372</u>
Changes in prepaid expense	<u>-</u>	<u>(46,086)</u>	<u>32,318</u>
Net remeasurement gain (loss)	<u>-</u>	<u>3,028</u>	<u>4,706</u>
(Decrease)/Increase in net financial assets	(194,500)	(376,627)	(27,368)
Net financial assets, beginning of year	<u>884,997</u>	<u>884,997</u>	<u>912,365</u>
Net financial assets, end of year	<u><u>\$ 690,497</u></u>	<u><u>\$ 508,370</u></u>	<u><u>\$ 884,997</u></u>

(See accompanying notes to the financial statements)

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

	<u>2025</u>	<u>2024</u>
Operating transactions		
(Deficit) Surplus for the year	\$ (408,815)	\$ (143,764)
Items not affecting cash:		
Amortization of tangible capital assets	104,944	106,329
Loss on disposal of tangible capital assets	1,048	-
Change in non-cash balances relating to operations:		
Accounts receivable	(33,566)	35,454
Prepaid expenses	(46,086)	32,318
Accounts payable and accrued liabilities	(19,539)	70,900
Accrued vacation pay	(13,256)	5,610
Accrued salary and benefits	(18,502)	85,802
Cash provided by operating transactions	<u>(433,772)</u>	<u>192,649</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(30,746)</u>	<u>(26,957)</u>
Cash used in capital transactions	<u>(30,746)</u>	<u>(26,957)</u>
Net (decrease) increase in cash	(464,518)	165,692
Cash, beginning of year	<u>1,227,476</u>	<u>1,061,784</u>
Cash, end of year	<u><u>\$ 762,958</u></u>	<u><u>\$ 1,227,476</u></u>
Cash includes the following:		
Cash on Deposit	727,076	1,227,476
Due from General Revenue Fund	<u>35,882</u>	<u>-</u>
	<u><u>\$ 762,958</u></u>	<u><u>\$ 1,227,476</u></u>

(See accompanying notes to the financial statements)

**PROVINCIAL ARCHIVES OF SASKATCHEWAN**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**March 31, 2025**

**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	5 years

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, 2025. 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 from General Revenue Fund, investments, accounts receivable, accounts payable and accrued liabilities, accrued salaries and benefits, and accrued vacation pay. Cash on Deposit and Due from General Revenue Fund are recorded at cost and investments are recorded at fair market value. 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  
*The Conceptual Framework for Financial Reporting in the Public Sector* (effective April 1, 2026), builds upon the previous conceptual framework to a new foundation for public sector financial reporting standard setting. 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 1202 Financial Statement Presentation* (effective April 1, 2026) establishes requirements for the presentation of information in general purpose financial statements. 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

### 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, 2025 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, 2025, the General Revenue Fund owes the Provincial Archives of Saskatchewan funds. During the year, the General Revenue Fund 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

	2024-25				2023-24
	Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Lease Hold Improvements (\$)	Total (\$)	Total (\$)
Opening cost	861,327	959,064	2,200	1,822,591	1,795,634
Additions during the year	10,072	20,674		30,746	26,957
Disposals during the year	(756)	(226,690)	-	(227,446)	-
Closing cost	870,643	753,048	2,200	1,625,891	1,822,591
Opening accumulated amortization	498,474	727,850	-	1,226,324	1,119,995
Annual amortization cost	33,884	70,620	440	104,944	106,329
Amortization related to disposals	(756)	(225,642)	-	(226,398)	-
Closing accumulated amortization	531,602	572,828	440	1,104,870	1,226,324
Net book value of tangible capital assets	339,041	180,220	1,760	521,021	596,267

#### 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 \$4,440,479 (2024 – \$4,427,353) of which \$45,752 (2024 - \$18,684) was receivable at March 31, 2025. Included in expense is related party transactions of \$1,765,225 (2024 - \$1,741,811) of which \$268,094

(2024 - \$234,775) was payable at March 31, 2025. 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 \$251,650 (2024 - \$216,535).

**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:

	<b>2025</b>	<b>2024</b>
Canadian Equities	0%	19%
Global Equities	52%	43%
Canadian Real Estate	1%	3.5%
Global Real Estate	0%	3.5%
Fixed Income	15%	20%
Managed Futures	9%	11%
Direct Infrastructure	13%	0%
Cash and cash equivalents	10%	0%

For the year ended March 31, 2025, the Long-term Investment Pooled Fund distributed \$ 3,304 (2024 - \$3,444) of investment income to the Archives. For the year ended March 31, 2025, the Archives’ investment in the Long-term Investment Pooled Fund has an unrealized gain of \$3,028 (2024 – unrealized gain of \$4,706).

Fair Value

The fair value of investments recorded in the financial statements is determined as follows:

- i) Bonds and equities are valued at closing market price as a practical expedient for fair value measurement.

- ii) Pooled fund investments with underlying investments in asset classes such as equities, bonds, managed futures and cash, are valued using the April 30 net value per unit as supplied by the university's fund managers; this represents the university's proportionate share of underlying net assets of the pooled funds, determined using closing market prices.
- iii) Real estate is managed through pooled funds and fair value is determined based on latest valuations provided by external managers (usually March 31) and adjusted for subsequent cash receipts and distributions from the fund through to April 30.

## **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 19, 2024.