



PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



PRESERVING SASKATCHEWAN'S DOCUMENTARY HERITAGE

PROVINCIAL ARCHIVES OF SASKATCHEWAN

2016-17 Annual Report



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The images used in this year's annual report are from the Permanent Collection of the Provincial Archives and reflect the theme of early businesses in Saskatchewan. Hoteliers, blacksmiths, implement dealers, bankers, tailors, grocers, hardware merchants, druggists, tanners and many more entrepreneurs all contributed to the development of main streets, local economies and our many towns and cities. Behind each image are the families and the stories of beginnings, challenges and achievements. This is the historical record and the reason for archives.



YEAR IN NUMBERS

Facts about the Provincial Archives of Saskatchewan and its Permanent Collection.



550,000

Records were digitized in 2016-17



192,000 GB
of digital records



4,476

In-person, phone and email requests from research clients

You would need **3,000 64GB smartphones** to store the Archives' holdings of born digital and digitized material.



1.8 MILLION
Photographs and documentary art items

It would take you nearly **205 nonstop days** to spend 10 seconds looking at each photo and item of documentary art in the Archives' collection.



27,281

Archival files accessed by clients



over 109,000
Maps and architectural plans and drawings



over 49,000

Hours of sound, film and video in its collection; the equivalent of over five and a half years of listening or viewing time.

LETTERS OF TRANSMITTAL



Her Honour, The Honourable Vaughn Solomon Schofield, S.O.M., S.V.M.
Lieutenant Governor of Saskatchewan

May it please Your Honour:

It is my privilege to submit the annual report of the Provincial Archives of Saskatchewan for the period of April 1, 2016 to March 31, 2017.

Respectfully submitted,



Christine Tell
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 period of April 1, 2016 to March 31, 2017.

Respectfully submitted,



Trevor J.D. Powell
Chair, Board of Directors
Provincial Archives of Saskatchewan

Cover (clockwise from the top): R-B4054-2. Eleventh Avenue looking east, Regina, ca. 1930s; R-A13378. An employee in the warehouse at the Saskatchewan Honey Co-op, Tisdale, December 19, 1952; R-A16968. Bicycle delivery of milk at the Nipawin creamery, 1941; R-A25392. A heating-plumbing tinsmithing business in Weyburn, 1914.
Page 2: R-B138. Exhibit of vegetables grown by H. Symons, Oxbow, n.d.; vector graphics: www.vectorstock.com.

MESSAGE FROM THE BOARD CHAIR



In looking through the annual reports of the past several years, I am struck by the number of successful partnerships that the Provincial Archives of Saskatchewan has contributed to, and benefited from, in order to achieve a common goal. With limited resources, yet working with governments, universities or private organizations, the Archives has accomplished far more than it would have done by working alone. Through these partnerships, we have been able to contribute our knowledge and expertise to a specific project and, at the same time, benefit from the knowledge and expertise of others.

Some of these partnerships have been long-term, such as our co-operative venture with FamilySearch in digitizing records in our holdings. Others are more community-based and limited in duration, but they are nonetheless important in documenting our past and present, such as our archival project with the Fransaskois community. Commemorating the First World War through partnership with the University of Regina School of Journalism, La Cité, the Saskatchewan Weekly Newspapers Association and the Provincial Capital Commission has also allowed the Archives to bring the experiences of Saskatchewan people during those turbulent years to the present.

Despite the Provincial Archives' holding a different mission and structure from its partners, the key ingredients, it seems to me, in achieving a common goal are leadership and commitment. Judging by what I have read in past annual reports, the Provincial Archives of Saskatchewan has these qualities in spades and continues to use them to its and everyone's advantage.

A handwritten signature in black ink, appearing to read 'T. Powell', with a stylized, cursive flourish.

Trevor J.D. Powell
Chair, Board of Directors
Provincial Archives of Saskatchewan

MESSAGE FROM THE PROVINCIAL ARCHIVIST



The gathering momentum and celebration of Canada's sesquicentennial shines light on the mandate of the Provincial Archives of Saskatchewan to acquire, preserve and make available the records of historical significance to the province and its people. Our 2016-17 annual report confirms this mandate as the essential foundation of our activity.

The key objectives of our 2016-2018 strategic plan *Meeting Challenges, Optimizing Opportunities* have provided focus over the past year. Management sessions identified measures and targets to track our progress through the priorities of the plan: building our brand within government; developing partnerships and prioritizing opportunities; investing in programs, practices and people; and building sustainable infrastructure and facilities. Central to achieving our goals is recognizing the interaction of core functions with the pursuit of new directions and endeavours. In 2016-17 we strove to balance archival and records management, resource distribution and public awareness, while embracing opportunities.

Our proactive records management advisory role to government continued, along with the review of operational schedules, the appraisal and selection of records for preservation and authorization of the disposal of non-historical public records. In the summer of 2016, the Archives refreshed a records management checklist, currently in use by Central Services' Information Technology Division to assess government IT project proposals. We also developed web-based records management training modules scheduled for release on the Public Service Commission's LEARN site. In collaboration with the Ministry of Justice, the Archives re-established its stakeholders' group, holding the first meeting in November 2016. New and updated guidelines were developed and distributed for email management, cloud computing and strategies for managing electronic records.

At the core of many activities over the past year were community-based partnerships: improving archival services to the Fransaskois with the Société historique de la Saskatchewan (Société historique); supporting the First Nations University in the creation of a digital photo archive as an online resource for students and Indigenous groups; judging at Heritage Saskatchewan's Heritage Fairs; joining the Saskatchewan Council for Archives and Archivists in Archives Week events; participating in a Remembrance Day event with the University of Saskatchewan and *Manitoba History*; and providing questions to the Provincial Capital Commission (PCC) for the province's Canada 150 "It's Democracy" board game. The Archives also developed a brochure on primary sources for teachers involved in Heritage Fair projects, updated its reference brochure and published two issues of *Saskatchewan History*. As the province prepared to commemorate the 100th anniversary of the battles for Vimy Ridge, the Archives planned with the PCC a viewing of our First World War video series *From the Prairies to the Trenches*, including the launch of the fourth video scheduled for early April 2017.



*Above: R-A15649. Two unidentified men outside a laundry, Regina, 1931.
Top page seven: R-A4912. Fort Qu-Appelle Cycling Club standing with their bicycles in front of the H. B. C. [Hudson's Bay Company] Store, 1898.;
bottom page seven: From a bookmark created for the Provincial Archives, 2016 (R-B8826. Congregation on the steps of the first St. Basil's Ukrainian Catholic Church in Regina, built in 1928).*

Within the institution, space shortages and staff resources impacted the acquisition of historical records, resulting in a small growth to our Permanent Collection. The Archives increased the use of non-disclosure agreements to facilitate access to restricted records, managed an increase in access requests and continued to examine means to reduce backlogs in all aspects of service delivery. Staff neared completion of the Collection Control Project for our Hillsdale location aimed at more effectively tracking restricted records in our holdings. Among records processed for research use were digital files of pre-1930 homestead records, pioneer questionnaires and an 1885 telegraph ledger from Clark's Crossing in preparation for a web exhibit.

Our 10-year partnership with FamilySearch concluded with the completed digitization of civil court records, homestead records, surveyors' plans and naturalization dockets. Over five million pages of records were digitized in this period; the archival work proceeds as resources permit to make those records available on the Archives' website.

The transition from microfilming to digital ingest of the province's many current newspapers progressed over the year. As well, the ongoing digitization of newspapers published during the Second World War and 1885-1905 eras contributed to the goal of making these issues available to researchers on the Saskatchewan Historical Newspapers Online site. Digital standards development and digital storage management was an institution-wide priority in 2016-17, including the assessment of 'at risk' media in our holdings, particularly records in CD and DVD formats. Improvements to our IT infrastructure continued to meet growing needs of both the research public and internal functional management.


The digitization of the archival collection and continual growth in record descriptions has generated a need to upgrade the volume, capacity and usability of archival management software. Web-hosting is also paramount, particularly in terms of web deployment for distance-access and the accuracy of searches of our holdings. The institution began in 2016-17 to examine technical requirements and software options for renewal of our archival database system.

In this ever-changing environment, the Provincial Archives and its staff pursue excellence in service delivery while actively preserving the documentary heritage in our custody.


Linda McIntyre
Provincial Archivist



Since its creation in 1945, the Provincial Archives of Saskatchewan has served as custodian of the documentary heritage of the province. The Archives collects records of long-term value from government, as well as individuals, organizations, businesses and associations. The preservation of these records ensures that documentary evidence is available to researchers now and into the future.



The Provincial Archives of Saskatchewan joins in 2016 celebrations of the Year of Saskatchewan Ukrainians.



PROVINCIAL ARCHIVES OF SASKATCHEWAN

saskarchives.com

The Provincial Archives has about **31,000 linear metres (31 km) of textual records** in its collection. This is the equivalent of 305 million sheets of 8.5"x11" paper.

As the provincial archival repository, the Archives is the source for both in-person and distance research into family history, government policy and accountability, educational history, past eras, business and social organizations, land settlement, local history, geographic places, cultural developments, human rights, community events and provincial celebrations.

The Archives enables the Government of Saskatchewan to fulfill its public trust by preserving and providing access to its official record, while also providing expertise and advice to government about information management, policy standards and the development of accountable record keeping practices in the public sector. The Archives performs this central agency role in Saskatchewan through its vision, mission, mandate and values.

Legislative Mandate

The Archives and Public Records Management Act defines the objects and functions of the Archives as:

- 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.
- To encourage and support archival activities and the archival community.

Reporting Relationship

From June 2014 to August 2016, the Provincial Archives reported through the Provincial Capital Commission to the Minister Responsible. Effective August 23, 2016 the Archives reports through the Ministry of Central Services to the Minister Responsible. To conduct its operations, the Archives receives an annual grant from the province and raises additional revenue through fees for services and external partnership agreements.

The Board of Directors oversees the work of the Provincial Archivist, sets strategic direction for effective service delivery, examines options for long-term planning in areas of accommodation and operating budgets, and analyses impacts to the Archives' core mandate. The board also ratifies financial and management decisions, represents the institution to government and the community, and preserves the autonomy and integrity of the institution and its Permanent Collection.

Board of Directors

The Board of Directors consists of up to nine persons appointed by the Lieutenant Governor in Council. Two members represent the Government of Saskatchewan,

and one member must be an academic involved in the social or archival sciences. The current board includes five members:

- Trevor J.D. Powell, Chair
- Paul Crozier, Vice Chair
- Lin Gallagher, Member
- Dr. Thomas Bredohl, Member
- Dr. Angela Kalinowski, Member

The Provincial Archivist serves as Secretary to the board.

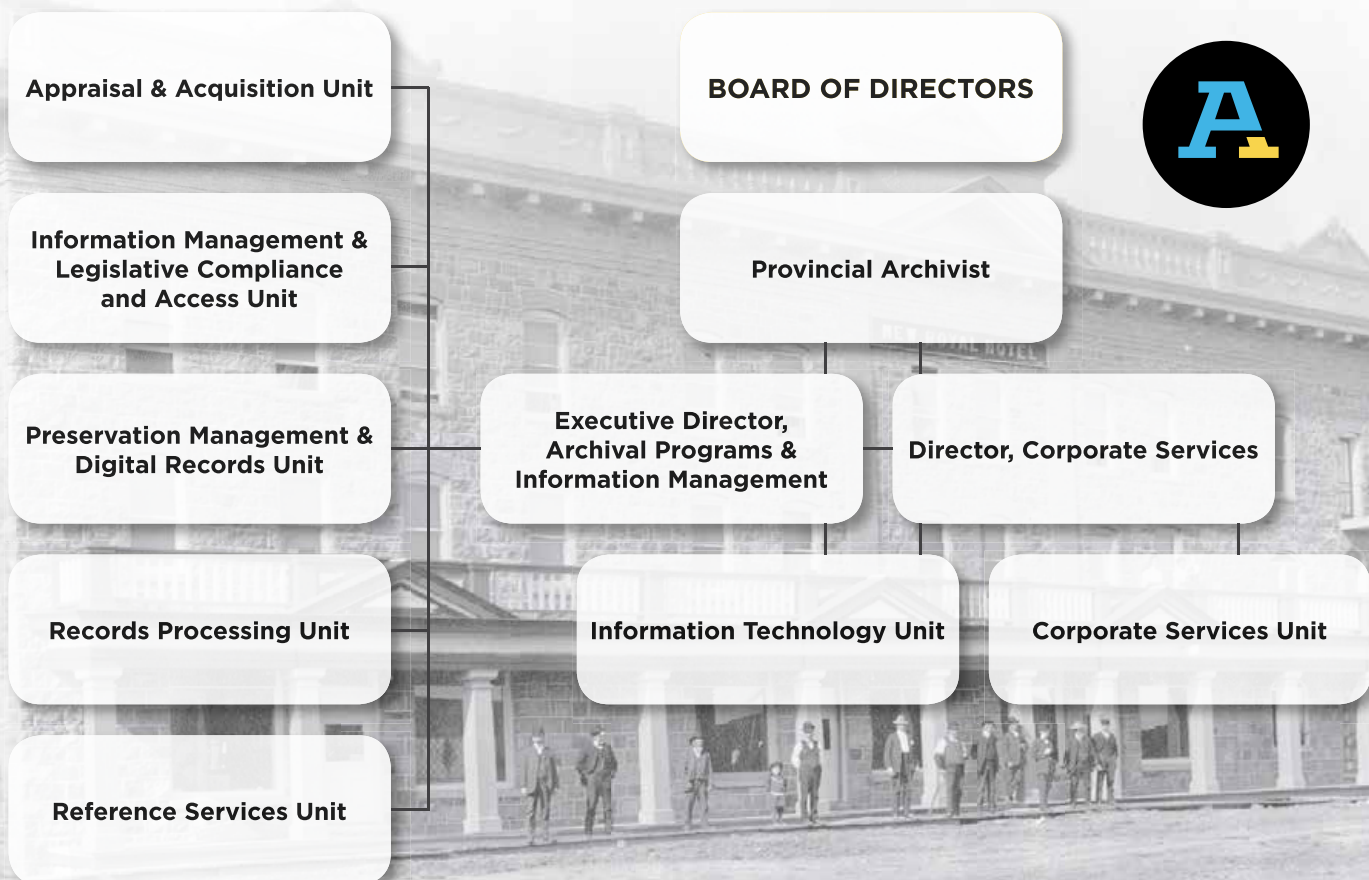
Thank You to Staff of the Archives

Our many achievements would not be possible without the work and dedication of the Archives' staff. The Board of Directors and the Provincial Archivist extend thanks to the staff of the Archives for their professionalism and commitment in the work undertaken and accomplishments achieved in 2016-17.

Long Service Recognition

The Provincial Archives of Saskatchewan congratulates employees Trevor Soltys and Lenora Toth on achieving 25 years with the Saskatchewan public service.

THE ARCHIVES ORGANIZATIONAL CHART





SERVING GOVERNMENT



- The Archives received **1,072 requests** for the disposal of government records. Memorandums of Understanding signed with the Ministry of Social Services, Ministry of Justice and the Saskatchewan Liquor and Gaming Authority facilitated disposal of a large volume of records. In total, government institutions submitted 18,282 boxes, or 5,171 linear metres, of records for review, of which **4,582 linear metres were authorized for disposal**. The remaining records await further review.
- The Archives transferred 35 linear metres of government record for permanent preservation and a further 110 linear metres will be transferred once space is available.

- In cooperation with the Ministry of Justice, the Archives re-established the Records and Information Management Stakeholder group. Members include records managers from ministries, Crowns, boards and agencies. The group provides a forum to discuss records management issues, to introduce new policies and procedures and to promote and facilitate cooperation.
- Eight schedules were approved by the Public Records Committee for: Saskatchewan Liquor and Gaming Authority, Saskatchewan Housing Corporation, Saskatchewan Gaming Corporation, Saskatchewan Grain Car Corporation, Social Services – Income Assistance Division, SaskPower, the Automobile Injury Appeal Commission and the Public Service Commission.
- Completed the *Electronic Documents and Records Management System (EDRMS) Strategy*, *Cloud Computing Guidelines*, and the *Electronic Records Management Guidelines*.
- Began work with the Information Technology Division of the Ministry of Central Services to develop an interim solution that will assist government institutions in managing electronic records in a non-EDRMS environment.
- Facilitated work of the Tobacco Litigation Unit, Ministry of Health to review records located in the Archives' Permanent Collection from a large number of ministries.
- Completed a comprehensive update of the *Saskatchewan Executive and Legislative Directory* (SELD) following the April 2016 general election.

Page eight: R-B126. Royal Hotel in Weyburn, ca. 1912. Top page nine: S-B4586. Interior of the Imperial Bank at Rosthern, 1904.; middle page nine: Post card created for the Archives, 2016 (S-B4591. A Ukrainian house in the Rosthern area, n.d.).



BUILDING OPPORTUNITIES

- In collaboration with the Société historique, the Archives submitted a Young Canada Works (YCW) grant application for a summer student to scan photos from the Association jeunesse fransaskois (AJF) to create bilingual descriptions and prepare them for web publishing. A Saskatchewan Council for Archives and Archivists (SCAA) grant was secured to help with matching funds needed for this project.
- In cooperation with the Ministry of Education and Provincial Capital Commission, the Archives developed 150 questions for an educational board game targeting Grade 8 students, to be launched in the fall of 2017.
- Developed content for two exhibits at Government House, including “A Palace on the Prairies” to mark the 125th anniversary of Government House and “Natural History: Art at the Provincial Archives,” which showcases documentary art by four artists whose records are in the Archives’ holdings.
- Produced “Vimy, Passchendaele and Conscription, January to December 1917” the fourth video in the *From the Prairies to the Trenches: Saskatchewan and the First World War* series and prepared an exhibit for the Vimy Ridge commemoration activities in April 2017.
- Co-hosted a Remembrance Event at Nutana Collegiate, Saskatoon, in cooperation with the University of Saskatchewan Great War Commemoration Committee and *Manitoba History*.
- Curated Saskatchewan images for the July 1, 2017 National, Provincial and Territorial Archivists Conference’s Canada 150 railways virtual exhibit project.

A **10-year partnership** with FamilySearch that resulted in the digitization of Pre-1930 Homestead Records, Civil Court Records, Surveyors’ Notebooks, Naturalization Dockets and Pioneer Questionnaires concluded in 2016-17. This project digitized over **5 million pages of material**, creating over **90 terabytes** of data.

- Partnered with First Nations University of Canada and the Pasqua First Nation to examine, identify and provide access, where appropriate, to archival photos of First Nations communities in Saskatchewan.
- Participated in judging at the Saskatchewan Regional and provincial Youth Heritage Fairs.
- Hosted a Regina Archives Week event focused on the Riel Resistance and the Archives’ 1885 Canadian Pacific Railway telegraph book, featuring speakers from the University of Regina, Gabriel Dumont Institute, and actors from the *Trial of Louis Riel* play. The Archives also provided films for the Archives Week Film Night in Saskatoon.

Above: R-A219. Main Street in Melfort. An early post card, n.d.



- Developed protocols that will see the introduction of tablet computers in Regina and Saskatoon reading rooms to facilitate client access to electronic finding aids and digital newspapers.
- Upgraded the internet connection to better serve the public through the Archives' website.
- Uploaded First World War era newspapers to the Saskatchewan Historical Newspapers Online

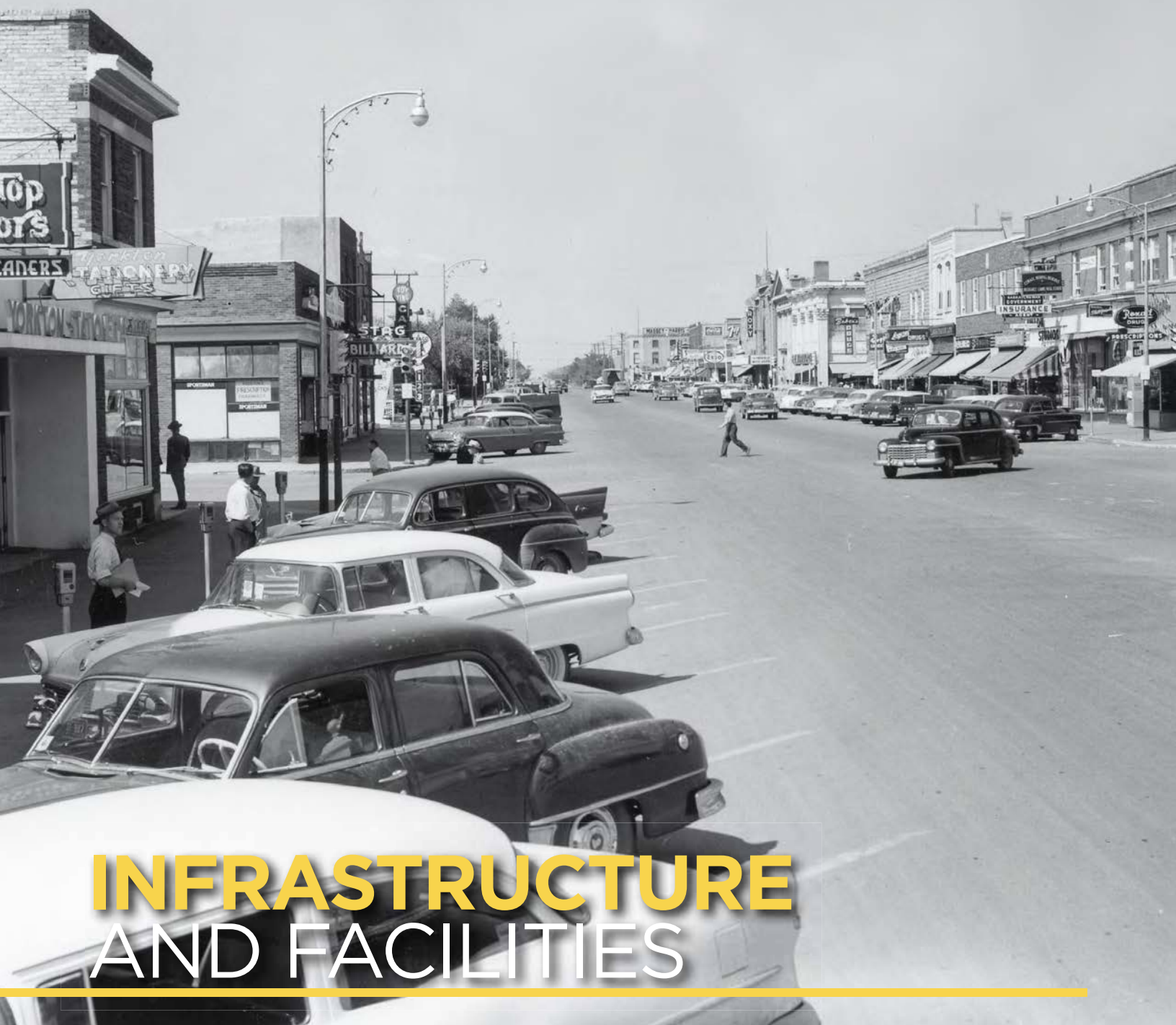
website and prepared Second World War era issues for deployment in 2017.

- Digitized and produced a preservation copy of the 1885 Canadian Pacific Railway telegraph book.
- Prepared digitized copies of the 1950s Pioneer Questionnaires for deployment to the Archives' website.



- Gave **13 tours** and presentations to university and high school students, special research groups, genealogical groups, and members of Social Studies Saskatchewan.
- Assisted **1,838** in-person visitors and answered **2,638** written and phone enquiries.
- Provided access to **27,281 archival files**.
- Prepared **53,540 digital** and **4,981 analog** reproductions of archival documents for research clients.
- Completed **273 searches** for Century Family Farm Awards.
- Received **112 access requests** and reviewed, in total, approximately 28 meters of restricted archival material.
- Signed **15 non-disclosure agreements** with researchers to facilitate access to restricted records.

Top: R-A7725. Interior view of Thornton and Benson refreshment parlor, Regina, ca. 1918-1920; bottom: Poster created for a provincial Archives Week event, 2017.



INFRASTRUCTURE AND FACILITIES

- The Archives explored opportunities for records storage consolidation at its Regina sites to accommodate the Permanent Collection. Safe and sustainable storage of the historical record necessitates investigation of options for ongoing security, fire prevention, monitoring of temperature fluctuations for physical records storage, and for meeting the essential requirements of effective digital storage for born-digital acquisitions and digitalized images.
- Moved 4,700 boxes of archival material from the Williams Building at the University of Saskatchewan in Saskatoon to Regina storage facilities.
- Upgraded server infrastructure and increased bandwidth to meet information technology demands.
- Deployed a desktop Linear Tape File Storage (LTFS) drive system to facilitate preservation of archival digital collections.

In 2016-17, the Archives acquired an additional **35TB** of disk space suitable for long-term storage of digital archival records.

Above: R-A11378. Main Street in Yorkton, looking west, August 1956.



ADDITIONS TO THE PERMANENT COLLECTION

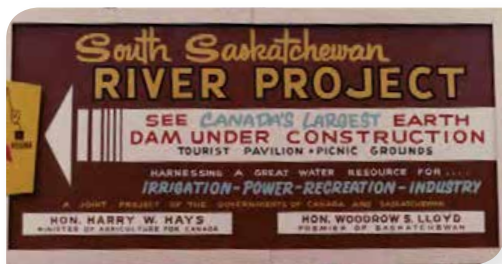
The following is a sample of the many records from both the private and public sectors added to the Archives' Permanent Collection in 2016-17.

Right top to bottom:
Martha Blum
 (Accession No. 2016-056); one of **Gordon Elmer's Air Force**
photos (Accession No. 2015-132); **Ida Drake** (Accession No. 2016-247).



- Records of **MARTHA BLUM**, a writer originally from Ukraine, who immigrated to Saskatoon in the 1950s. After surviving labour camps during WWII, she settled with her family in Saskatoon. She wrote her first book, *The Walnut Tree*, at the age of 86! The records include manuscripts of published and unpublished novels and other writings, photographs, personal documents, news clippings and correspondence.
- Records from the late Regina playwright and artist **MICHELE SEREDA** related to her work as artistic director with Curtain Razors Theatre Company and other theatre and performance work.
- Records of **GORDON ELMER** related to his research on the Royal Air Force Service Flying Training Schools and the Royal Canadian Air Force Elementary Flying Training Schools in Saskatchewan. These were joint aircrew training programs established as the British Commonwealth Air Training Program prior to and during the Second World War. Elmer collected records, photographs, stories and interviews from the training schools, pilot instructors and students.
- Diaries of **GEORGE F. MOTION** consisting of two transcribed accounts from the late 1800s documenting his journey in 1884 from Glasgow, Scotland to the new family farm near Long Lake, SK and Motion's experience as a teamster in the Civilian Transport during the North-West Resistance.
- Photographs of **FILE HILLS COLONY AND RESIDENTIAL SCHOOL**. Photos were taken by Ida Drake who worked as a cook at the residential school from 1946 to 1949.

Top: R-A20184-1. Two men beside gas pumps at Junction Service Imperial gas station, Qu'Appelle, n.d.



Above: PFRA image (Accession No. 2016-245).

Below left: R-A25019. Scarth Street looking south, Regina, ca. 1915. Post card. Below right: R-PS67-830-300. Through the trees in Prince Albert National Park, August 1967.

- Photographs taken by **CHLOE ANN JUNGET** during the early 1900s of family, buildings, First Nations people and Doukhobors living in the Yorkton, SK area. She was married to Christen Junget, who moved to Saskatchewan from Denmark in 1899 specifically to join the North-West Mounted Police.
- Photographs of the **PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA)** dating from the 1930s to the 1990s related to the South Saskatchewan River Project, Gardner Dam, Motherwell Building (Regina), Experimental Farms (Moose Jaw, Indian Head, and Swift Current), etc.

STATISTICS: 2016-17



PROVINCIAL
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Additions to the Permanent Collection

*During 2016-17,
the Archives acquired:*

1,970 GB
of digital archival records

52 linear metres
of private records
from 65 donors

35 linear metres
of government records

*During 2016-17,
the Provincial Archives
processed for research use:*

18.31 linear metres
of textual records
12 maps and plans
1,996 photographs,
documentary art and other
graphic materials

14 audio/visual items

9,393 digital files

230 floppy disks,
CD-ROMs and DVD-ROMs
were transferred to
preservation-standard
digital storage



PROVINCIAL
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The Archives takes pride in our partnerships with the many people and organizations that help us to achieve our goals and mandate.

- 65 private donors
- Association of Canadian Archivists
- Association jeunesse fransaskois
- Battle of Vimy Ridge Commemoration Committee
- Canadian Council of Archives
- Council of the Provincial and Territorial Archivists
- FamilySearch (Genealogical Society of Utah)
- Federal/Provincial/Territorial Records Council
- First Nations University of Canada
- Friends of the Provincial Archives of Saskatchewan
- Friends of the Royal Saskatchewan Museum
- Gabriel Dumont Institute
- Government House
- Government of Canada, Canadian Heritage
- Heritage Saskatchewan
- La Cité
- Legislative Assembly Service
- Library and Archives Canada
- *Manitoba History*
- Ministry of Central Services
- Ministry of Education
- Ministry of Justice
- Ministry of Parks, Culture and Sport
- Prairie Spirit School Division
- Provincial Capital Commission
- Public Service Commission
- Royal Canadian Legion, Branch 001
- Royal Saskatchewan Museum
- Sandra Rollings-Magnusson, author
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Weekly Newspaper Association
- Saskatoon Area Archivists Group
- *Saskatoon StarPhoenix*
- Société historique de la Saskatchewan
- Thinking Historically for Canada's Future Project
- *Trial of Louis Riel* Play
- United Church of Canada, Saskatchewan Conference
- University of Regina
- University of Saskatchewan
- University of Saskatchewan Great War Commemoration Committee

Above: S-B4243. Women with doll carriages in front of the R. A. Patrick drug store in Yorkton, 1910.



SASKATCHEWAN HISTORY

Readers young and old discover stories from our province's heritage in *Saskatchewan History*. The Archives has published this dynamic magazine since 1948. In addition to scholarly and popular feature articles, *Saskatchewan History* includes thematic photo essays developed from our Permanent Collection and biographical sketches of diverse Saskatchewan people.

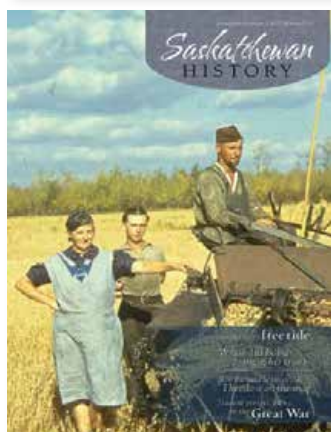
Saskatchewan History is produced through the work and dedication of the Archives' staff, the contracted editor, Myrna Williams, and the art director, Andrew Kaytor, of Kaleidoscope Productions.



Spring/Summer 2016 Issue

Notable feature articles published in the Spring/Summer 2016 issue included:

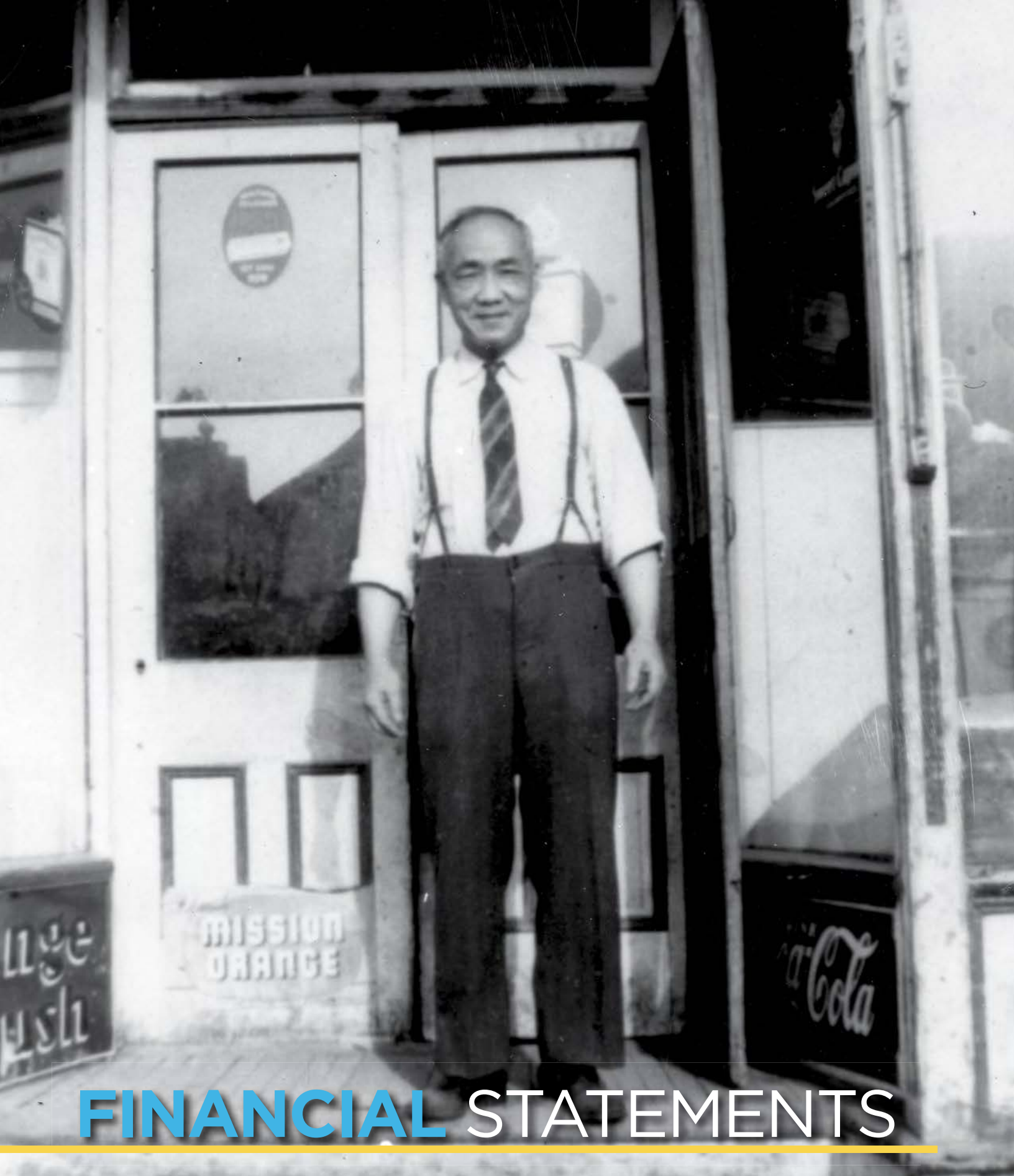
- *The Diary of Our Trip Up North: Zelma to Mullingar via Saskatoon*, by Laura McDonald as introduced by Belinda Harrow
- *Crude Conflict: The creation of Canada's first heavy oil upgrader*, by Mark Stobbe
- *Humboldt's drive-in movie theatre*, by Rose Willow
- *David R. Hunter and Bomber Crew, Lancaster LL.724*, by Ken Dahl
- *1885 Canadian Pacific Railway Telegrams*, by Jeremy Mohr



Fall/Winter 2016 Issue

Notable features published in the Fall/Winter 2016 issue included:

- *A free ride through Saskatchewan*, by Brock Silversides
- *"Watch Our Smoke": Letters to Dinsmore from Pilot Officer Dale Jones of the RAF 242 (Canadian) Squadron*, by Michael Payne
- *Baba's Trunk*, by Marion Mutala
- *Richard Seeman and early settlement in the Theodore area*, by Neil Gregory
- *"War is No Longer a Thing of Pomp and Pageantry": University of Saskatchewan Student Perspectives on the Great War*, by Louis Reed-Wood
- *Innovative approach to understanding the past*, by Bill Waiser



FINANCIAL STATEMENTS

Page 16 (top to bottom): R-A13366. Two local women shopping at the Matador Co-op Farm store, ca. 1952; Saskatchewan History Spring/Summer 2016; and Saskatchewan History Fall/Winter 2016.
Above: R-A20284. Sam Wong at the door to his café, Qu'Appelle, 1943.

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 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,



Linda B. McIntyre
Provincial Archivist



Darren Cranfield
Director, Corporate Services

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of Provincial Archives of Saskatchewan, which comprise the statement of financial position as at March 31, 2017, and the statement of operations, the statement of remeasurement gains and losses, the statement of changes in net financial assets, and the statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Provincial Archives of Saskatchewan as at March 31, 2017, and the results of its operations, remeasurement gains and losses, change in its net financial assets, and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Regina, Saskatchewan
June 21, 2017


Judy Ferguson, FCPA, FCA
Provincial Auditor

STATEMENT OF FINANCIAL POSITION

STATEMENT 1

As at March 31

	2017	2016
Financial assets:		
Due from University of Saskatchewan (Note 3)	\$ 1,065,377	\$ 854,721
Due from General Revenue Fund (Note 4)	98,368	318,343
Investments (Notes 2, 5, 9)	84,055	80,114
Accounts receivable	15,847	44,654
	<u>1,263,647</u>	<u>1,297,832</u>
Liabilities:		
Accounts payable and accrued liabilities	100,911	180,437
Deferred revenue	1,919	6,292
Accrued vacation pay	47,665	49,464
Accrued salaries & benefits	192,977	225,874
	<u>343,472</u>	<u>462,067</u>
Net financial assets (Statement 4)	<u>920,175</u>	<u>835,765</u>
Non-financial assets		
Tangible capital assets (Note 6)	274,034	249,376
Prepaid expenses	11,951	13,570
	<u>285,985</u>	<u>262,946</u>
Accumulated Surplus	<u>\$ 1,206,160</u>	<u>\$ 1,098,711</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,188,114	1,084,606
Accumulated remeasurement gains	18,046	14,105
Total Accumulated Surplus	<u>\$ 1,206,160</u>	<u>\$ 1,098,711</u>

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS

STATEMENT 2

For the Year Ended March 31

	Budget 2017	Actual 2017	Actual 2016
	(Note 11)		
Revenue:			
Grants - General Revenue Fund	\$ 4,510,000	\$ 4,510,000	\$ 4,510,000
Government of Canada	-	-	36,610
Other Grants	5,000	5,000	6,640
	4,515,000	4,515,000	4,553,250
Reference Services	35,000	23,380	28,758
Training Revenue	-	-	70,120
Saskatchewan History magazine sales	7,000	3,600	7,034
Investment Income	4,000	2,884	3,047
Contract Revenue	31,790	35,501	34,236
Other Services	175,000	205,920	205,039
Miscellaneous	45,620	45,560	34,951
	4,813,410	4,831,845	4,936,435
Expense:			
Salaries and Benefits	3,253,165	3,142,484	3,351,359
Accommodation	1,111,127	1,111,724	1,048,728
General Operating	380,118	410,821	442,360
Amortization of tangible capital assets	69,000	63,308	68,130
	4,813,410	4,728,337	4,910,577
Surplus for the year	<u>\$ -</u>	103,508	25,858
Accumulated surplus from operations, beginning of year		1,084,606	1,058,748
Accumulated surplus from operations, end of year		<u>\$ 1,188,114</u>	<u>\$ 1,084,606</u>

(See accompanying notes to the financial statements)

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

STATEMENT 3

For the Year Ended March 31

	2017	2016
Accumulated Remeasurement Gains, Beginning of Year	\$ 14,105	\$ 21,468
Unrealized gain (loss) attributable to:		
Investment in pooled funds	3,941	(7,363)
Accumulated Remeasurement Gains, End of Year	\$ 18,046	\$ 14,105

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

STATEMENT 4

For the Year Ended March 31

	Budget 2017	Actual 2017	Actual 2016
(Note 11)			
Surplus for the year	\$ -	\$ 103,508	\$ 25,858
Acquisition of tangible capital assets	(40,000)	(88,161)	(116,658)
Amortization of tangible capital assets	69,000	63,308	68,130
Loss on disposal of tangible capital assets	-	194	-
	29,000	(24,659)	(48,528)
Changes in prepaid expense	-	1,620	1,298
Net remeasurement gain (loss)	-	3,941	(7,363)
Increase (decrease) in net financial assets	29,000	84,410	(28,735)
Net financial assets, beginning of year	835,765	835,765	864,500
Net financial assets, end of year	\$ 864,765	\$ 920,175	\$ 835,765

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW

STATEMENT 5

For the Year Ended March 31

	2017	2016
Operating transactions		
Surplus for the year	\$ 103,508	\$ 25,858
Items not affecting cash:		
Amortization of tangible capital assets	63,308	68,130
Loss on disposal of tangible capital assets	194	-
Change in non-cash balances relating to operations:		
Accounts receivable	28,806	19,376
Prepaid expenses	1,620	1,298
Accounts payable and accrued liabilities	(79,526)	148,678
Accrued vacation pay	(1,799)	(2,655)
Accrued salary and benefits	(32,897)	10,292
Deferred revenue	(4,372)	3,136
Cash provided by operating transactions	78,842	274,113
Capital transactions		
Acquisition of tangible capital assets	\$ (88,161)	\$ (116,658)
Cash used in capital transactions	\$ (88,161)	\$ (116,658)
Net (decrease) increase in cash	\$ (9,319)	\$ 157,455
Cash, beginning of year	\$ 1,173,064	\$ 1,015,609
Cash, end of year	\$ 1,163,745	\$ 1,173,064
Cash includes the following:		
Due from University of Saskatchewan	\$ 1,065,377	\$ 854,721
Due from General Revenue Fund	\$ 98,368	\$ 318,343
	\$ 1,163,745	\$ 1,173,064

(See accompanying notes to the financial statements)

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

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 funds that hold Canadian equities, global equities, real estate, and bonds. 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, 2017. 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.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

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 Due from University of Saskatchewan, Due from General Revenue Fund, accounts receivable, accounts payable and accrued liabilities, deferred revenue, accrued salaries and benefits, and accrued vacation pay. Due from University of Saskatchewan and Due from 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 Not Yet in Effect**

A number of new Canadian public sector accounting standards and amendments to standards are not yet effective for the Archives and have not been applied in preparing these financial statements. The following standards will become effective as follows:

- i. PS 2200 Related Party Disclosures (effective April 1, 2017), a new standard defining related parties and establishing guidance on disclosure requirements for related party transactions.
- ii. PS 3210 Assets (effective April 1, 2017), a new standard providing guidance for applying the definition of assets and establishing disclosure requirements for assets.
- iii. PS 3320 Contingent Assets (effective April 1, 2017), a new standard defining and establishing guidance on disclosure requirements for contingent assets.
- iv. PS 3380 Contractual Rights (effective April 1, 2017), a new standard defining and establishing guidance on disclosure requirements for contractual rights.
- v. PS 3420 Inter-Entity Transactions (effective April 1, 2017), a new standard establishing guidance on accounting for and reporting on transactions between organizations in the government reporting entity.

The Archives plans to adopt these new and amended standards on the effective date and is currently analyzing the impact this will have on these financial statements.

3. Due from University of Saskatchewan

The University of Saskatchewan administers cash on behalf of the Archives. The Archives does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Archives' bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund (GRF) did not pay interest on the Archives' bank account. Monies were transferred from the Archives' bank account held at the University of Saskatchewan to the GRF. The Provincial Archives of Saskatchewan is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993*.

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 applied to the costs of publishing the *Saskatchewan History* magazine.

6. Tangible Capital Assets

	2016-17				2015-16
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	\$ 633,208	\$ 784,227	\$ 59,644	\$ 1,477,079	\$ 1,363,927
Additions during the year	\$ 5,463	\$ 81,116	\$ 1,582	\$ 88,161	\$ 116,658
Disposals during the year	(\$4,740)	(\$313,184)	\$ 0	(\$317,924)	(\$3,506)
Closing cost	\$ 633,931	\$ 552,159	\$ 61,226	\$ 1,247,316	\$ 1,477,079
Opening accumulated amortization	\$ 518,599	\$ 653,309	\$ 55,795	\$ 1,227,703	\$ 1,163,079
Annual amortization cost	\$ 15,528	\$ 45,995	\$ 1,785	\$ 63,308	\$ 68,130
Amortization related to disposals	(\$4,740)	(\$312,989)	\$ 0	(\$317,729)	(\$3,506)
Closing accumulated amortization	\$ 529,387	\$ 386,315	\$ 57,580	\$ 973,282	\$ 1,227,703
Net book value of tangible capital assets	\$ 104,544	\$ 165,844	\$ 3,646	\$ 274,034	\$ 249,376

7. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown corporations, ministries, agencies, boards, and commissions related to the Archives by virtue of common control by the Government of Saskatchewan and non-Crown agencies subject to shared control by the Government of Saskatchewan (collectively referred to as related parties).

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 \$4,716,960 (2016 - \$4,793,914) of which \$3,353 (2016 - \$30,972) was outstanding at March 31, 2017. Included in expense is related

party transactions of \$1,736,016 (2016 - \$1,686,973) of which \$136,581 (2016 - \$248,767) was payable at March 31, 2017. These amounts include transfers to the Saskatchewan Ministry of Finance for employee benefits. Included in deferred revenue is related party transactions of \$585 (2016 - nil).

The Archives pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. 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 \$195,472 (2016 - \$207,396).

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 equities, global equities, real estate and fixed income. The University's pooled fund consists of 17% Canadian equities (2016 - 19%), 39% global equities (2016 - 39%), 9% real estate (2016 - 5%), 25% fixed income (2016 - 26%) and 10% managed futures (2016 - 11%).

For the year ended March 31, 2017, the Long-term Investment Pooled Fund distributed \$2,884 (2016 - \$3,047) of investment income to the Archives. For the year ended March 31, 2017, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized gain of \$3,941 (2016 - unrealized loss of \$7,363).

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 2. There were no items transferred between levels during 2017 or 2016.

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, deferred revenue, 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.

12. Comparative Figures

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



The Archives' Permanent Collection of textual records is extensive. If laid end to end, the records would stretch about 85,000 km, or just over two times around the Earth's equator. If they were spread out in a single layer, they would cover 18.4 square kilometres, roughly the size of 3,077 Canadian Football League fields.

Above: R-B2503. A McLaughlin Buick in front of The Goodyear Tire and Rubber Company building, Regina, 1911. Back cover (clockwise from the top): S-B11727. Street scene in Dalmeny showing the east side of Third Street, facing north to the J.G. Williams & Son general store, ca. 1925; R-A228-4. Carrot River Valley Mills elevator and flour mill at Melfort, n.d.; R-A19053-2. Inglis Livery on South Main Street, Moosomin, ca. 188-; and R-A8353. Shellbrook Theatre in the winter, ca. 1920.



THE PROVINCIAL ARCHIVES collects, preserves and makes accessible for research the province's historical records from government, as well as individuals, organizations, businesses and associations. Records are collected in all formats: paper, film, video, graphic materials and digital.

The Permanent Collection of the Archives is the source for in-person and/or distance research to explore family history, government policy, educational materials, time periods, organizations, land settlement, local history, geographic places, events, cultural developments, human rights, newspapers, and provincial celebrations.

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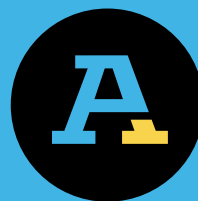
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