

# PROVINCIAL ARCHIVES OF SASKATCHEWAN



PRESERVING SASKATCHEWAN'S DOCUMENTARY HERITAGE

2017-18 ANNUAL REPORT



PROVINCIAL  
ARCHIVES OF  
SASKATCHEWAN



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*The images presented in this annual report are from the Permanent Collection of the Provincial Archives and reflect the theme of weather in Saskatchewan. Daily weather determines indoor and outdoor activity, social events, transportation, perceptions of place and mood. Weather is all around us and provides a source of happiness, disappointment, fear and amazement. Through time, communities have built resilience to weather events, recorded special occurrences and met challenges head on. Our long, sunny summer days match no other, while winds and storms change routines and landscape with a swiftness that demands respect. Historically, references to weather have been found in farm accounts, letters, diaries, newspapers, local histories, photographs and moving images. These records and the stories they tell remind us of the importance of archives in documenting everyday experience.*

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



**22,028**

Archival files  
accessed by clients



**196,000 GB**  
of digital records

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



**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.



**1.8 MILLION**  
Photographs and  
documentary art items



**over 109,000**  
Maps and architectural  
plans and drawings



**4,455**

In-person, phone and email  
requests from research clients



**149,000**  
Records were  
digitized in 2017-18



The textual records  
collection, laid end  
to end, would stretch  
**over 85,000 km.**

# YEAR IN NUMBERS



## LETTERS OF TRANSMITTAL



*The Honourable  
Ken Cheveldayoff  
Minister Responsible  
for the Provincial  
Archives of  
Saskatchewan*

His Honour, the Honourable W. Thomas Molloy,  
Lieutenant Governor of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Provincial Archives of  
Saskatchewan for the fiscal year ending March 31, 2018.

I am pleased to report that in the last year the Provincial Archives of  
Saskatchewan has continued its quest to preserve and promote the province's  
historic records and rich history.

The Honourable Ken Cheveldayoff  
Minister of Central Services



Dear Minister:

I have the honour of submitting the annual report of the Provincial Archives of  
Saskatchewan for the period of April 1, 2017 to March 31, 2018.

Respectfully submitted,

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

*Cover (left-right): R-A14929. View of damage done to houses following a storm. [ca. 1960]; R-PS79-2541-06. Sundogs.  
February 1980; R-A9057. The "76" Ranch water pump and tank building. [19--]. Page two (clockwise): S-SP-B6476-8. Staff  
person at the Saskatoon office of the Canadian Meteorological Service releasing a small weather balloon. June 26, 1971;  
R-PS62-388-11. Dog team passes Cessna 180 and Norseman aircraft at LaRonge. March 1963; S-SP-A12825-7. Children playing  
in the snow, March 30, 1980. [Published April 5, 1980]; vector graphics: [www.vectorstock.com](http://www.vectorstock.com). Page three: R-A2493. Legislative  
building from south-east over-looking Wascana Lake, winter scene. 1954.*





## MESSAGE FROM THE BOARD CHAIR

I am pleased to have been given the opportunity this year to chair the Board of Directors for the Provincial Archives of Saskatchewan (PAS). The depth and breadth of the collection in the custody of the Archives is very impressive for a newcomer such as me to this organization. What I find fascinating is that the collected material is not just about the history of Saskatchewan but the history of its people and heritage. When you peel back the layers of documents, maps, drawings, photographs, audio recordings, film and newspapers, the core of everything is about individuals. People are the history and the work that is done by the PAS captures the people that have made a contribution to the province. Understanding the history and people of Saskatchewan is important in helping to understand our future. History shapes our future.

In talking about our history, 2017 marked the 100<sup>th</sup> year anniversary of the Battle of Vimy Ridge and the battle of Passchendaele. Saskatchewan soldiers fought at these battles and 2,326 soldiers died during the calendar year 1917. This 100<sup>th</sup> year anniversary was marked by a release of a video from the PAS, the fourth of a five-part series which focuses on Saskatchewan's participation in the First World War. This fourth instalment *From the Prairies to the Trenches – Vimy, Passchendaele and Conscription, January 1917 to December 1917*, can be viewed on YouTube along with the other three videos. The fifth video is being released this November. The Archives' Permanent Collection includes diaries, photographs and letters from soldiers who fought in battles and provides a lasting legacy to these individuals who made an important contribution to this province and to Canada.

In looking at the past and the future, the way we store and manage records and collections will be one of our challenges. The advancements in technology from paper to digital, the physical infrastructure required to properly protect written records and collections and lastly, making history relevant to the younger generations are areas that will require our continued focus in order to preserve the heritage of Saskatchewan and ensure government records and the records of individuals and communities are effectively preserved.

*Louise Greenberg*

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

Above: S-B806. Winter scene at University of Saskatchewan, Saskatoon. [ca. 1930?].

Right: S-SP-B29164-2. Night shot of Saskatoon street, brightly decorated for Christmas. December 8, 1964.





## MESSAGE FROM THE PROVINCIAL ARCHIVIST

I am pleased to present the Provincial Archives' annual report for 2017-18. Over the past year the Archives addressed its strategic plan priorities: building our brand within government; developing partnerships and prioritizing opportunities; investing in programs, practices and people; and building sustainable infrastructure and facilities.

We promoted effective electronic and email management of the public record through discussion, stakeholder meetings, policy development and learning resources for government. A new Records and Information Management training module was introduced and an enterprise-wide survey was undertaken to identify the state of records management within ministries. The transfer to archival custody of the records of former Premier Brad Wall following his retirement from public office meant that these records will be preserved and available for future research.

A major institutional initiative began which will result in the implementation of new software based on Archivematica and AtoM (Access to Memory) open source systems. This undertaking will promote the effective management of archival processes, particularly for electronic records; public access to our digital content; and increased client and staff satisfaction in researching the Permanent Collection.

Partnerships continued with government, with academic and cultural organizations and with local archives in areas of archival description, the French translation of web pages, exhibits, database development and special events. A fourth video in the *From the Prairies to the Trenches* series explored the Saskatchewan war experience in 1917. Our Friends of the Archives group held discussions, assisted in outreach, reviewed photo descriptions and actively participated in a pilot transcription project.

Many of our stakeholders contributed to a survey of educational service delivery. Access policies for collections, ongoing records description and digitization projects furthered our mandate of making records accessible for research use.

The Archives continued to explore options for the storage of historical records. Safe and sustainable environments for physical records storage are paramount to long-term preservation, while meeting the essential requirements of effective digital storage for born-digital acquisitions and digitalized images is an ongoing priority.

Faced with increased operating costs, the management of the Archives introduced a new organizational structure in February 2018. The realignment of services sees the combining of units into service programs that will facilitate the delivery of our core mandate into the future.

We look forward to collaboration with our many patrons and clients in ensuring that the documentary history of Saskatchewan exists for all to explore and enjoy.

Linda McIntyre  
Provincial Archivist



# ABOUT THE ARCHIVES

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, as well as records of individuals, organizations, businesses and associations. The preservation of these records ensures that documentary evidence is available to researchers now and into the future.

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

The Provincial 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 is comprised of six members:

- Dr. Louise Greenberg, Chairperson
- Celeste Rider, Vice Chairperson
- Paul Crozier, Member
- Lin Gallagher, Member
- Dr. Raymond Blake, Member
- Doug Chisholm, Member

The Provincial Archivist serves as Secretary to the board.

The following members left the Board of Directors in 2017-18.

- Trevor J.D. Powell
- Dr. Thomas Bredohl
- Dr. Angela Kalinowski

The current board and executive management wishes to thank these individuals for their many contributions during their time spent on the board.



### Board of Directors

(Back row L-R) Doug Chisholm, Paul Crozier, Lin Gallagher, Dr. Raymond Blake. (Front row L-R) Celeste Rider (Vice Chairperson), Dr. Louise Greenberg (Chairperson).

## Thank You to Staff of the Provincial Archives of Saskatchewan

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 2017-18.

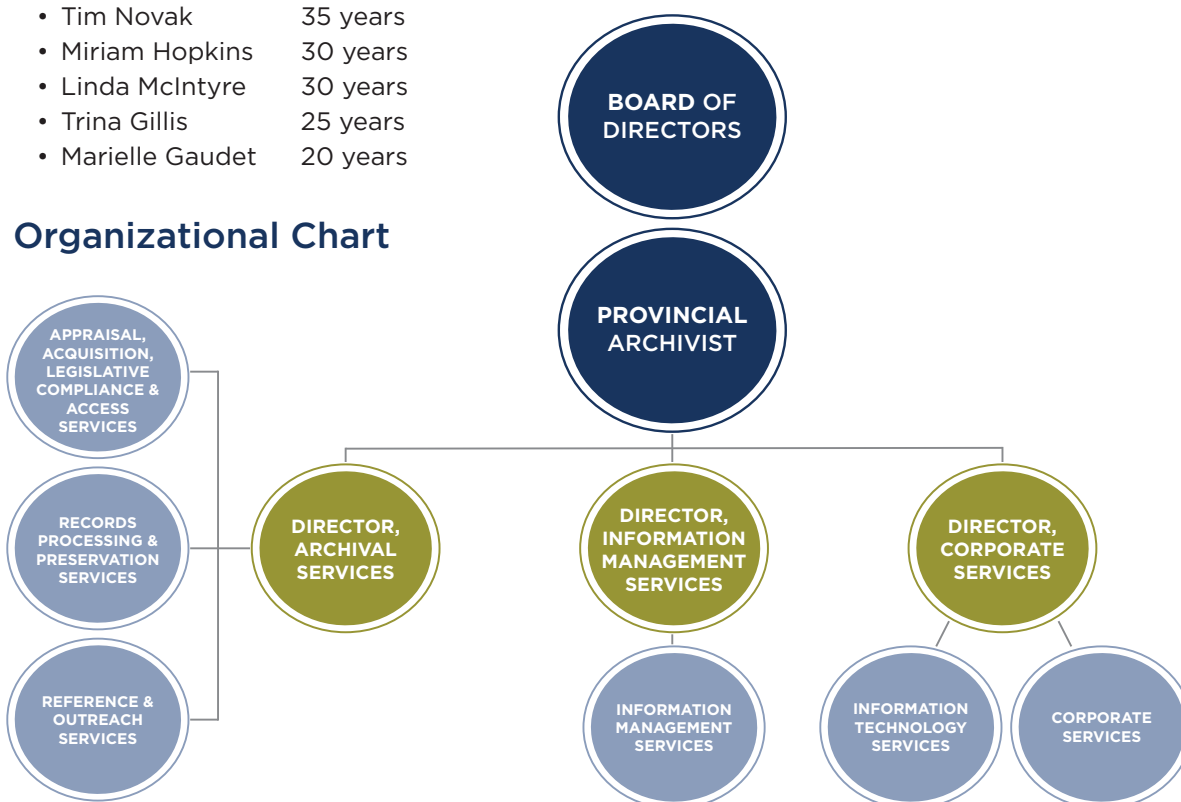
## Retirements

Congratulations and best wishes to Lenora Toth who celebrated her retirement in January 2018 after 26 years of service with the Saskatchewan public service. Her long career at the Archives encompassed a number of areas, including the City of Regina Archives, government records appraisal archivist, and in more recent years as the Executive Director of Archival Programs and Information Management. Lenora's expertise in information management and knowledge of the Permanent Collection will be missed by clients and colleagues alike.

## Long Service Recognition

The Provincial Archives of Saskatchewan congratulates its employees who have received recognition for their years of service with the Saskatchewan public service.

- Tim Novak 35 years
- Miriam Hopkins 30 years
- Linda McIntyre 30 years
- Trina Gillis 25 years
- Marielle Gaudet 20 years



Page six: R-C5029 Automobile driving on snow covered road with high snow banks. 1956; GM\_PH\_643. A windmill erected beside a barn. Possibly at the Saskatoon Forestry Farm Park and Zoo. [197-?]



# SERVING GOVERNMENT



- In response to inquiries regarding the Indigenous Child Removal system, also known as “The Sixties Scoop”, the Ministry of Social Services requested the return of any adoption, child custody, or foster home case files in the Archives’ Permanent Collection. All files were identified and returned to the Ministry.
- Following the retirement of former Premier Brad Wall, the Archives worked with the Premier’s Office, the Assistant Cabinet Secretary and ITD to transfer official records related to the Premier’s correspondence, speeches, itinerary, emails and social media.



- Five records retention schedules and two amendments were approved by the Public Records Committee:
  - two comprehensive schedules for Legislative Assembly Service and Saskatchewan Crop Insurance Corporation;
  - three operational records systems (ORS) for Office of Residential Tenancies, Provincial Mediation Board and Tobacco Litigation Unit, Ministry of Health;
  - an amendment to ORS for Students and Educators Services, Ministry of Education and an amendment to *ARMS 2014*.
- Basic online Records and Information Management (RIM) training was developed and launched on the Public Service Commission LEARN website and the Provincial Archives' website. Over 154 government employees have taken the training since its launch in late January 2018.
- As part of RIM advisory services, the Archives replied to 769 consultation inquiries including meetings, emails and phone calls, etc. Three well-attended records and information management stakeholders meetings were held on the management of human resources records, Electronic Document and Records Management Systems (EDRMS) and digital scanning. This stakeholder group includes 64 members representing 28 government organizations.
- A RIM Readiness Survey was sent to 82 government institutions including ministries, Crown corporations, boards and agencies; 45 replies were received. A summary report will be distributed.
- In cooperation with the Information Technology Division (ITD), Ministry of Central Services, the Archives initiated a pilot project with the Ministry of Parks, Culture and Sport to establish reliable RIM practices for electronic records in a non-EDRMS environment. This included developing filing structures on the Ministry's shared drive, setting up access permissions, drafting policies and procedures for the management of active and inactive electronic records. Based on the pilot project, an instructional package will be developed to assist other government institutions in establishing efficient RIM practices for electronic records.
- The Archives completed the following RIM tools to assist government institutions: *Policies and Procedures for RIM Program*; *Frequently Asked RIM Questions*; and *Disposal Request Cancellation Procedures*. Also, the Records Schedule Development Guide was revised and updated.



- The Archives received **1,009** requests for the disposal of government records from 24 institutions totalling **16,527** boxes, or **4,186 linear metres**, of records for review, including those covered by the Memoranda of Understanding (MOU) with the Ministry of Justice and the Ministry of Social Services. A total of **3,762 linear metres** were authorized for disposal. The remaining records await further review.
- The Archives transferred **125 linear metres** of government record for permanent preservation and a further **103 linear metres** will be transferred once space is available.

Page eight: *S-SP-A19631-2. Weatherman comparing two annual temperature and precipitation graphs. [ca. 1983]; R-C11615. Lightning and storm clouds in a dark sky. 1944. Page nine: GM\_PH\_1899. A funnel cloud extends from large cloud cover with railroad and power lines in the foreground. Near McLean. July 1986.*





# BUILDING OPPORTUNITIES



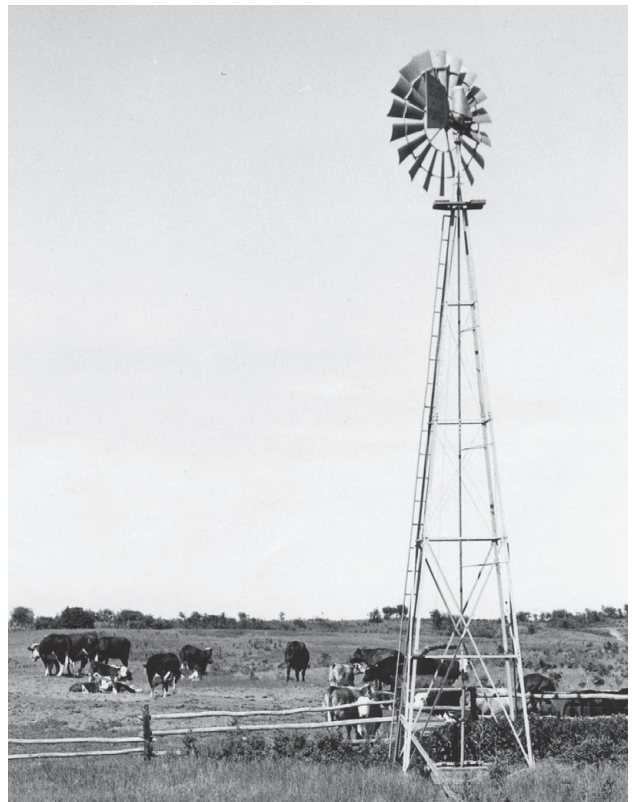
- In April 2017, the Archives, in partnership with the Provincial Capital Commission, launched the fourth video in the *From the Prairies to the Trenches: Saskatchewan and the First World War* series, “Vimy, Passchendaele and Conscription, January to December 1917.” The Archives also participated in a Battle of Vimy Ridge 100<sup>th</sup> Anniversary commemorative event at the Legislative Building. The four First World War videos were screened at two events in Saskatoon during 2017-18, one in the autumn and the other during Archives Week.

- Through funding received from the Young Canada Works program, the Archives began the digitization of District Court docket books. Once digitized, restricted information contained in the books can be redacted for access by the general public, making this source more widely available to researchers. Digitization will also promote the preservation of the books. At the conclusion of the grant period, 25% of the books had been digitized. Work will continue through 2018-19 with the assistance of another Young Canada Works grant and funding from the Saskatchewan Council for Archives and Archivists (SCAA).
- In partnership with the Ministry of Education and the Saskatchewan Teachers’ Federation and through funding received from the SCAA, educational learning packages were created on the reconciliation theme as resources for students and teachers. These were posted to the Archives’ website and on the teachers’ curriculum resources website.
- In collaboration with la Société historique de la Saskatchewan and L’Association jeunesse fransaskoise (L’AJF), the Archives received a Young Canada Works grant to scan photos from the L’AJF, to create



bilingual descriptions and to prepare them for web publishing. A SCAA grant provided funding assistance for this project. Approximately 50% of the records were scanned; activity will continue in 2018-19.

- Also in partnership with la Société historique, the Archives provided archival advice to the community for the creation of a provincial inventory of francophone records.
- Our collaboration continued with the First Nations University of Canada and the Pasqua First Nation to develop an online photo resource making accessible, where appropriate, archival photos of First Nations communities in Saskatchewan.
- The Archives presented a reconciliation themed workshop for the *Social Studies Saskatchewan* teachers group.
- The Provincial Archives participated with the National, Provincial and Territorial Archivists Conference in the Canada 150 web exhibit *The Ties that Bind Canada*, featuring images of railways from collections across the country.
- The Archives also launched two exhibits in June 2017 for International Archives Day, one in relation to the 1885 Canadian Pacific Railway telegraph ledger, the other expanding the Saskatchewan Historical Newspapers Online (SHNO) website, featuring local newspapers in print from 1878-1900. Both exhibits highlighted the importance of archival digitization projects in ensuring that valuable historical sources are preserved and made widely available to researchers for years to come.
- With the City of Regina Archives, the University of Regina Archives and the SCAA, the Provincial Archives hosted “The Regina that Never Was,” during Archives Week in February 2018. Speakers from the University of Regina and P3 Architecture Partnership discussed building projects and plans that never came to fruition, drawing from archival resources. Saskatoon archivists presented “A Night at the Roxy: Archival Variety Show,” featuring readings and archival film from several Saskatoon archives as well as an interactive display from the Western Development Museum. The Archives also took part in the Heritage Festival of Saskatoon and in the Moose Jaw Heritage Fair.
- The exhibit *Artful Conceptions: Architectural Drawings at the Provincial Archives of Saskatchewan* was hosted by Government House from January through March 2018, showcasing reproductions of presentation drawings by architectural firms created in response to government and private commissions.
- The Provincial Archives loaned the Mary Palliser portrait from its Permanent Collection to the National Gallery of Ireland for the *Frederick William Burton: For the Love of Art* exhibition, resulting in international exposure.
- Two CTV Morning Show spotlights and an appearance on the program “Rear-View Mirror” on CJTR Community Radio featured the Provincial Archives and its services.
- The Archives worked with the Saskatchewan Weekly Newspaper Association (SWNA) in the acquisition of weekly newspapers in digital format.
- Archivists participated as judges at the Saskatchewan regional and provincial Youth Heritage Fairs.
- The Archives renewed its partnership agreement for cost sharing of a full-time archivist position with the United Church, Saskatchewan Conference.



In cooperation with the Friends group (FOSA), the 1885 Canadian Pacific Railway telegraph ledger project saw the **transcription of** approximately **1,000 handwritten telegrams** covering 215 pages. Many of the telegrams related to battles around Batoche and Battleford during the 1885 Riel Resistance and were sent to or from the Clark's Crossing telegraph station near Batoche. Other telegrams were sent to or from Fort Pitt, Fort Qu'Appelle, Fort Walsh, Fish Creek, Saskatchewan Landing, and Swift Current. Sixteen Friends from near and far participated in the project. Proofreading of results will be completed in 2018-19.

Page ten: R-C5510. View of people sunbathing and swimming at beach. Possibly Regina Beach. 1958; S-SP-A11237-19. T-bar lift at ski hill. Photo taken December 27 or 28, 1978. Page eleven: R-B4947-2. A pastoral scene near Birsay - cattle in a pasture beside a windmill and watering trough, a dug-out in foreground of picture. 1960.



## SERVICE DELIVERY

- The Archives made all electronic finding aids available on our website.
- Staff uploaded newspapers from 1878-1900 to the Saskatchewan Historical Newspapers Online website to complement First and Second World War era newspapers already available on the site.
- The Archives conducted an educational services survey to aid with the review of tours and presentations.
- A generic non-disclosure agreement was developed to protect the disclosure of incidental personal and personal health information found in the Archives' open collections. This agreement will be used for all researchers requesting open material in the reading rooms in both Regina and Saskatoon beginning in January 2019.
- Translation of the Archives' reference webpages into French began and will continue in 2018-19.
- The Archives introduced Wi-Fi access in the Regina reading room, with service being extended to the Saskatoon reading room in early 2018-19.

- Gave **15 tours and presentations** to academics, students, history and genealogical groups.
- Assisted **1,932 in-person visitors** and answered **2,523 written and phone enquiries**.
- Provided access to **22,028 archival files**.
- Prepared **37,889 digital** and **6,171 analog reproductions** of archival documents for research clients.
- Completed **362 searches** for Century Family Farm Awards.
- Received **131 access requests** and reviewed approximately **29 metres** of restricted archival material.
- Signed **14 non-disclosure agreements** with researchers to facilitate access to restricted records.



*Clockwise: S-SP-B13784-1. Weather pictures – Flooded street on Clarence Avenue, Saskatoon. March 21, 1963; R-C11601. A woman stands on the porch of a house looking at the rainbow glowing in the storm clouds. 1944; R-C11593. A woman's hands hold large hail stones. 1944.*





# INFRASTRUCTURE AND FACILITIES



- The Archives continued to explore opportunities for consolidation of its Regina sites to accommodate the Permanent Collection and improve efficiency and client services. Safe and sustainable storage of the historical record necessitates ongoing investigation of options for security, fire prevention, monitoring of temperature and humidity for physical records storage and for meeting the essential requirements of effective digital storage for born-digital acquisitions and digitalized images.
- A major initiative was launched to renew archival management software to support the Archives' line operations and to improve online service delivery.
- As an interesting innovative activity, staff built in-house a 'Kinograph' film digitizer which allows the Archives to make digital reproductions of its 8, 16 and 35mm motion picture film collection.

*S-SP-A10835-3. Rainy weather in downtown Saskatoon. Mother and child crossing 1<sup>st</sup> Street. August 18, 1978; S-SP-A14476-11. Wet roads following hail storm, Saskatoon. September 9, 1980.*





# 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 2017-18.

- Records from **BRAD WALL** related to his time as Premier of Saskatchewan including correspondence, invitations, itineraries, speeches, email and social media records.
- Records of the **GUNN FAMILY**, who had a celebrated history abroad and in Saskatchewan. Material dates from the late-1800s to mid-1900s and includes documents and photographs pertaining to family history, military service and records from the family's store and post office in Good Spirit.
- Records of the **GRAND LODGE OF SASKATCHEWAN ANCIENT FREE AND ACCEPTED MASONS**, from individual lodges consisting of minute books, membership registers, attendance registers, historical registers and financial ledgers, going back to the establishment of some of the earliest Saskatchewan lodges in the 1880s. While a portion of the records have restricted access, some of the earlier records will be open to research and consultation.
- Records of the **SASKATCHEWAN TRANSPORTATION COMPANY (STC)** from the establishment of the company in 1946 to its closure in 2017. Material includes Board and executive records, photographs, correspondence, posters, pamphlets, brochures, advertisements, budget material and policy circulars.
- Records of the **CANADIAN MENTAL HEALTH ASSOCIATION (CMHA), SASKATCHEWAN DIVISION** (ca. 1985-2001). In 2018 the Canadian Mental Health Association celebrates 100 years of education and advocacy to improve the lives of people living with mental illness. The Saskatchewan Division, formed in 1950, is one of the oldest and largest community-based human services organizations in the province. Records in this accrual document the Division's mandate, structure, programs and advocacy.
- Records of **THELMA POIRIER**, Saskatchewan award-winning author, created in the course of various writing projects, including "The Grasslanders" about Grasslands National Park in Saskatchewan.
- Records of **JOHN W. WARNOCK**, a Saskatchewan writer, academic, lecturer and political activist. Warnock taught in the Department of Economics and Political Science, University of Saskatchewan (1963-1973), and in the Department of Sociology and Political Science in Regina (1986-2003). Records relate primarily to his writings and political activities, with a focus on food, agriculture and political economy issues.



*Clockwise: R-PS55-314-04. Placide Morin, a Metis farmer at Green Lake, is water dowsing, or 'witching' for water, by using a y-shaped stick. This practice is done to determine the placement for a well. October 1955; Postcard, Saskatchewan Transportation Company (Accession No. 2017-166); and John Lloyd with H12 apples (Accession No. 2017-191).*



- **VIMY PILGRIMAGE CLUB OF SASKATCHEWAN** (1936-1937). A small collection of records related to the Club, which was formed by a group of First World War veterans who travelled to Vimy Ridge in 1936 for the unveiling of the Vimy Monument. Records include minutes, correspondence, membership rolls, attendance rolls, constitution, news clippings, programs, reminiscences, invitations and songs.
- A pioneer in Saskatchewan horticulture, **JOHN LLOYD'S** records (ca. 1940s-2010) relate to his work in fruit growing in Saskatchewan. Two small collections consist of an unpublished autobiography, an unpublished biography by Paul Olsen, correspondence, and photographs.
- Records of the **PRAIRIE SOUTH SCHOOL DIVISION NO. 210** (ca. 1909-1960), consist of registers and ledgers from a variety of Moose Jaw schools related to teachers listings, attendance, planners, school supplies and cash expenditures.
- Records of **FRANK HANSON**, Publicity Manager and Education Director for the Co-operative Commonwealth Federation in the 1940s and 1950s, and editor of *The Commonwealth* from the 1950s to the 1970s. The records consist primarily of correspondence with notable Saskatchewan and Canadian individuals, including Allan Blakeney, T.C. Douglas and Max Braithwaite.
- Records created by **DR. URBAN J. GAREAU** while serving in a hospital unit under Colonel H.S. Birkett during the First World War. Records include approximately 60 letters with an index to contents and newspaper articles written by and about Dr. Gareau's medical experiences in the War and about his work as the first pediatrician in Saskatchewan. He mentions his work with Lt. Col. John McRae while in Boulogne, France and also discusses his experience as a medic in the Royal Navy on H.M.S. *Lurcher*.



Clockwise: **Prairie South School Division No. 210 record** (Accession No. 2018-024); **Vimy Pilgrimage Club of Saskatchewan banquet card** (Accession No. 2017-083); **Dr. Urban J. Gareau correspondence** (Accession No. 2017-047).



S-SP-B13784-2. Weather pictures – Muddy street on Haultain Avenue, Saskatoon. March 21, 1963

## STATISTICS: 2017-18

*The Archives acquired:*

**652 GB**  
of digital archival records

**61 linear metres**  
of private records  
from 103 donors

**125 linear metres**  
of government records

*The Provincial Archives  
processed for research use:*

**35 linear metres**  
of textual records

**66** maps, plans and drawings

**22,831** photographs,  
documentary art and other  
graphic materials

**7,538** audio/visual items

**12,148** digital files





# PARTNERSHIPS

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



- 103 private donations from individuals and organizations

- L'Association jeunesse fransaskoise
- Association of Canadian Archivists
- Battle of Vimy Ridge Commemoration Committee
- Canadian Council of Archives
- City of Regina Archives
- Council of the Provincial and Territorial Archivists
- Federal/Provincial/Territorial Records Council
- First Nations University of Canada
- Friends of the Provincial Archives of Saskatchewan
- Friends of the Royal Saskatchewan Museum
- Government House
- Government of Canada, Canadian Heritage
- Heritage Festival of Saskatoon
- Heritage Saskatchewan
- La Cité, University of Regina
- Legislative Assembly Service
- Library and Archives Canada
- MacKenzie Art Gallery
- Ministry of Central Services
- Ministry of Education
- Ministry of Justice

- Ministry of Parks, Culture and Sport
- Moose Jaw Heritage Festival
- National Gallery of Ireland
- Pasqua First Nation
- Provincial Capital Commission
- Public Service Commission
- RCMP Museum
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance
- Saskatchewan Polytechnic
- Saskatchewan Weekly Newspaper Association
- Saskatoon Area Archivists Group
- Saskatoon *StarPhoenix*
- School of Journalism, University of Regina
- Social Studies Saskatchewan
- La Société historique de la Saskatchewan
- Tobacco Litigation Office, Ministry of Health
- United Church of Canada, Saskatchewan Conference
- University of Regina Archives
- University of Saskatchewan Archives







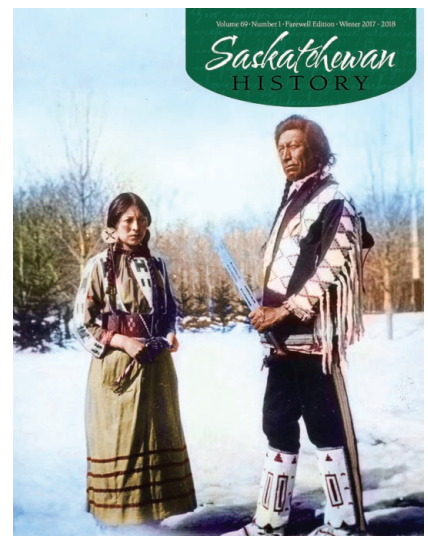
# SASKATCHEWAN HISTORY



December 2017 marked the publication of the final issue of *Saskatchewan History* magazine.

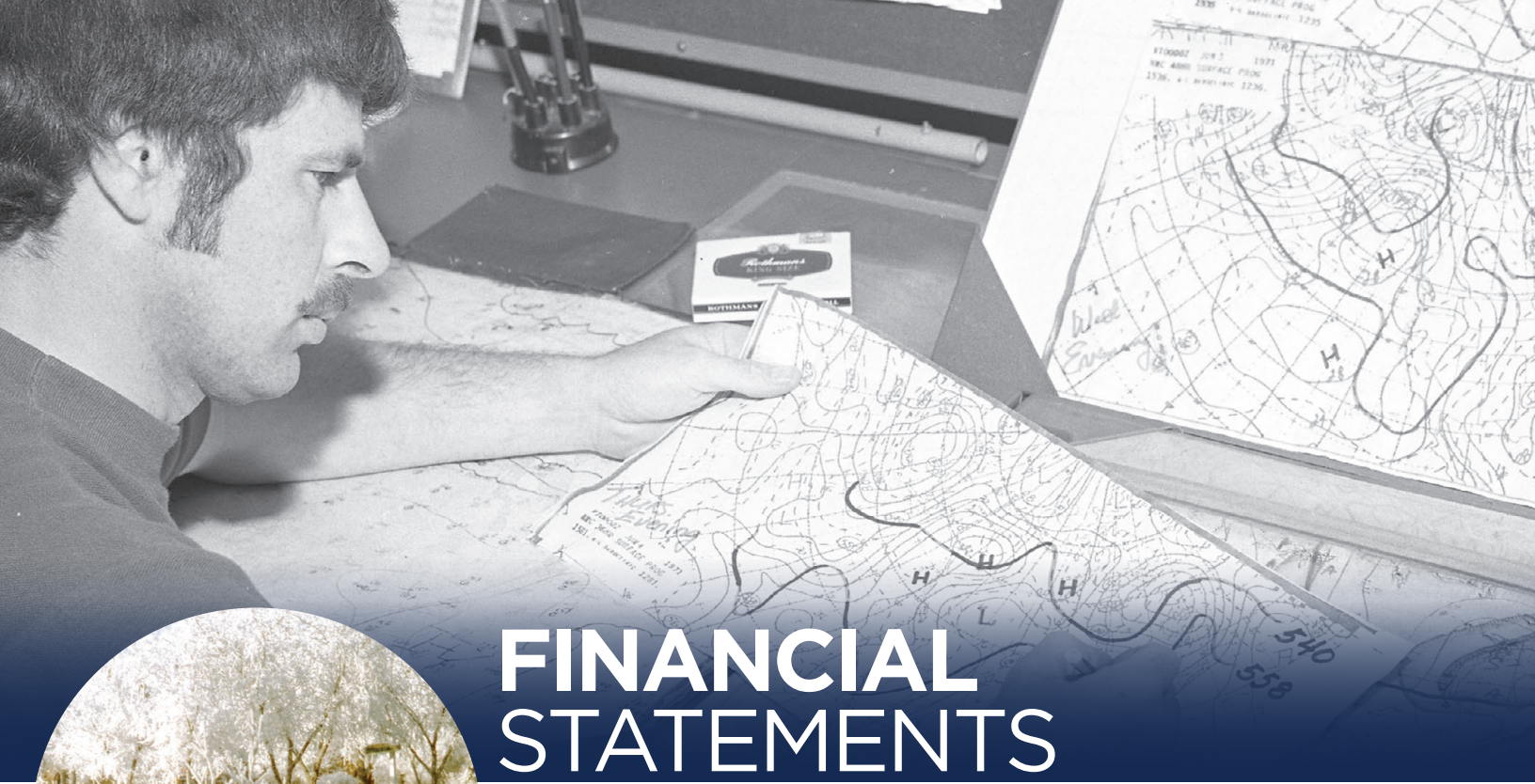
Articles in the farewell issue explored:

- Saskatchewan's pioneer questionnaires and what they reflect about the interaction between settlers and the Indigenous population in the West;
- extensive LGBTQ record holdings at the Provincial Archives of Saskatchewan;
- a tribute to former editor and benefactor, Evelyn Eager;
- and retrospective commentary and illustrated excerpts from past issues paying tribute to *Saskatchewan History* over the years.



Page sixteen (clockwise): R-A23721. Mrs. William M. Tegart and children on a picnic. n.d.; R-A25436-2. Nurses from Fort San (wearing swimwear) on the grounds of Fort San. 1920s; R-A9033-5. Canadian National Railway track near Weyburn buried by 10 day blizzard of 1947 - Efforts to clear the snow. [February/March 1947]. Page seventeen: R-A613-4. Effects of drought in the depression years of 1929-1939 "Abandoned farm south-east of Caron" [193-?]; R-A18863-3. Children throwing snowballs at Qu'Appelle school grounds. [ca. 1915].





# FINANCIAL STATEMENTS

## REPORT OF MANAGEMENT

The accompanying Financial Statements are the responsibility of management and have been approved in principle by the Board of Directors of the Provincial Archives of Saskatchewan. The Financial Statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains a system of internal controls to ensure the integrity of 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

*S-SP-B6476-1. Weatherman at the Saskatoon office of the Canadian Meteorological Service reviewing weather charts. June 26, 1971; R-C4310. Hoar frost on trees, Victoria Ave., east of Albert St., Regina. December 2, 1945.*





## INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Provincial Archives of Saskatchewan, which comprise the statement of financial position as at March 31, 2018, 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, 2018, 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 22, 2018

Judy Ferguson, FCPA, FCA  
Provincial Auditor

# STATEMENT OF FINANCIAL POSITION

## STATEMENT 1

As at March 31

	2018	2017
Financial assets:		
Due from University of Saskatchewan (Note 3)	\$ 764,765	\$ 1,065,377
Due from General Revenue Fund (Note 4)	372,166	98,368
Investments (Notes 2, 5, 9)	73,468	84,055
Accounts receivable	23,303	15,847
	<u>1,233,702</u>	<u>1,263,647</u>
Liabilities:		
Accounts payable and accrued liabilities	56,665	100,911
Deferred revenue	-	1,919
Accrued vacation pay	44,595	47,665
Accrued salaries & benefits	214,490	192,977
	<u>315,750</u>	<u>343,472</u>
Net financial assets (Statement 4)	<u>917,952</u>	<u>920,175</u>
Non-financial assets		
Tangible capital assets (Note 6)	346,441	274,034
Prepaid expenses	6,211	11,951
	<u>352,652</u>	<u>285,985</u>
Accumulated Surplus	<u>\$ 1,270,604</u>	<u>\$ 1,206,160</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,263,145	1,188,114
Accumulated remeasurement gains	7,459	18,046
Total Accumulated Surplus	<u>\$ 1,270,604</u>	<u>\$ 1,206,160</u>
Contractual Rights (Note 2f)		

(See accompanying notes to the financial statements)



# STATEMENT OF OPERATIONS

## STATEMENT 2

For the Year Ended March 31

	Budget 2018	Actual 2018	Actual 2017
	(Note 11)		
Revenue:			
Grants - General Revenue Fund	\$ 4,363,000	\$ 4,363,000	\$ 4,510,000
Government of Canada	8,000	12,266	-
Other Grants	7,000	9,200	5,000
	4,378,000	4,384,466	4,515,000
Reference Services	25,000	29,505	23,380
Preservation Services Revenue	8,000	12,560	-
Saskatchewan History magazine sales	500	1,714	3,600
Investment Income	12,000	16,222	2,884
Contract Revenue	32,912	36,971	35,501
Other Services	250,000	240,733	205,920
Miscellaneous	12,000	12,136	45,560
	4,718,412	4,734,307	4,831,845
Expense:			
Salaries and Benefits	3,174,124	3,164,075	3,142,484
Accommodation	1,142,527	1,101,889	1,111,724
General Operating	334,261	323,905	410,821
Amortization of tangible capital assets	67,500	69,407	63,308
	4,718,412	4,659,276	4,728,337
Surplus for the year	\$ -	75,031	103,508
Accumulated surplus from operations, beginning of year		1,188,114	1,084,606
Accumulated surplus from operations, end of year		\$ 1,263,145	\$ 1,188,114

(See accompanying notes to the financial statements)

# STATEMENT OF REMEASUREMENT GAINS AND LOSSES

## STATEMENT 3

For the Year Ended March 31

	<b>2018</b>	<b>2017</b>
Accumulated Remeasurement Gains, Beginning of Year	\$ 18,046	\$ 14,105
Unrealized gain (loss) attributable to:		
Investment in pooled funds	1,413	3,941
Amounts reclassified to statement of operations:		
(Gain) loss on sale of investment in pooled funds	(12,000)	-
Net remeasurement (loss) gain	(10,587)	3,941
Accumulated Remeasurement Gains, End of Year	\$ 7,459	\$ 18,046

(See accompanying notes to the financial statements)

# STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

## STATEMENT 4

For the Year Ended March 31

	<b>Budget 2018</b>	<b>Actual 2018</b>	<b>Actual 2017</b>
	<b>(Note 11)</b>		
Surplus for the year	\$ -	\$ 75,031	\$ 103,508
Acquisition of tangible capital assets	(21,000)	(141,953)	(88,161)
Amortization of tangible capital assets	67,500	69,407	63,308
Loss on disposal of tangible capital assets	-	139	194
	46,500	(72,407)	(24,659)
Changes in prepaid expense	-	5,740	1,620
Net remeasurement (loss) gain	-	(10,587)	3,941
Increase (decrease) in net financial assets	46,500	(2,223)	84,410
Net financial assets, beginning of year	920,175	920,175	835,765
Net financial assets, end of year	\$ 966,675	\$ 917,952	\$ 920,175

(See accompanying notes to the financial statements)



# STATEMENT OF CASH FLOW

## STATEMENT 5

For the Year Ended March 31

	2018	2017
Operating transactions		
Surplus for the year	\$ 75,031	\$ 103,508
Items not affecting cash:		
Amortization of tangible capital assets	69,407	63,308
Loss on disposal of tangible capital assets	139	194
(Gain) loss on sale of investments in pooled funds	(12,000)	-
Change in non-cash balances relating to operations:		
Accounts receivable	(7,456)	28,806
Prepaid expenses	5,740	1,620
Accounts payable and accrued liabilities	(44,246)	(79,526)
Accrued vacation pay	(3,070)	(1,799)
Accrued salary and benefits	21,513	(32,897)
Deferred revenue	(1,919)	(4,372)
Cash provided by operating transactions	103,139	78,842
Capital transactions		
Acquisition of tangible capital assets	\$ (141,953)	\$ (88,161)
Cash used in capital transactions	\$ (141,953)	\$ (88,161)
Investing transactions		
Redemption/disposal of pooled funds	\$ 12,000	\$ -
Cash from investing transactions	\$ 12,000	\$ -
Net (decrease) increase in cash	\$ (26,814)	\$ (9,319)
Cash, beginning of year	\$ 1,163,745	\$ 1,173,064
Cash, end of year	\$ 1,136,931	\$ 1,163,745
Cash includes the following:		
Due from University of Saskatchewan	\$ 764,765	\$ 1,065,377
Due from General Revenue Fund	\$ 372,166	\$ 98,368
	\$ 1,136,931	\$ 1,163,745

(See accompanying notes to the financial statements)

# NOTES TO THE FINANCIAL STATEMENTS

March 31, 2018

## 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, 2018. 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

The following accounting standards came into effect on April 1, 2017 and have been applied in preparing these financial statements.

- i. PS 2200 Related Party Disclosures - defines related parties and establishes guidance on disclosure requirements for related party transactions.
- ii. PS 3210 Assets - provides guidance for applying the definition of assets and establishes disclosure requirements for assets.
- iii. PS 3320 Contingent Assets - defines and establishes guidance on disclosure requirements for contingent assets.
- iv. PS 3380 Contractual Rights - defines and establishes guidance on disclosure requirements for contractual rights.
- v. PS 3420 Inter-Entity Transactions - establishes guidance on accounting for and reporting on transactions between organizations in the government reporting entity.

Adoption of these standards has not resulted in any disclosure changes except for PS 3380 Contractual Rights. Information on the impact is provided below.

PS 3380 Contractual Rights					For the Year Ended March 31, 2018		
Contractual Right With:	Description of Contractual Right	2018-19 (\$)*	2019-20 (\$)*	2020-21 (\$)*	2021-22 (\$)*	2022-23 (\$)*	March 31, 2018 Total (\$)*
United Church of Canada - Saskatchewan Conference	Shared employee salary and benefit expenses + administrative fee. Agreement term: April 1, 2018 to March 31, 2023	38,203	38,585	38,971	39,361	39,754	194,874

\*Estimate

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. Publication of the magazine was discontinued in 2017-18. The Board of Directors has designated investment income in 2018-19 and subsequent years to be used to promote and facilitate access to the Archives' Permanent Collection.

## 6. Tangible Capital Assets

	2017-18				2016-17
	Office Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Lease Hold Improvements (\$)	Total (\$)	Total (\$)
Opening cost	633,931	552,159	61,226	1,247,316	1,477,079
Additions during the year	16,705	127,085	-	143,790	88,161
Adjustments during the year	-	(1,837)	-	(1,837)	-
Disposals during the year	(24,729)	(3,304)	-	(28,033)	(317,924)
Closing cost	625,907	674,103	61,226	1,361,236	1,247,316
Opening accumulated amortization	529,387	386,315	57,580	973,282	1,227,703
Annual amortization cost	14,212	53,027	2,168	69,407	63,308
Amortization related to disposals	(24,590)	(3,304)	-	(27,894)	(317,729)
Closing accumulated amortization	519,009	436,038	59,748	1,014,795	973,282
Net book value of tangible capital assets	106,898	238,065	1,478	346,441	274,034

The net book value of tangible capital assets not being amortized because they are currently under development is as follows:

2017-18: \$101,548 (archival management software)

## 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 \$4,500,378 (2017 - \$4,716,960) of which \$8,055 (2017 - \$3,353) was outstanding at March 31, 2018. Included in expense is related party transactions of \$1,725,698 (2017 - \$1,736,016) of which \$150,745 (2017 - \$136,581) was payable at March 31, 2018. These amounts include transfers to the Saskatchewan Ministry of Finance for employee benefits. Included in deferred revenue is related party transactions of \$0 (2017 - \$585).

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 \$203,417 (2017 - \$195,472).



## 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:

	2018	2017
Canadian Equities	17%	17%
Global Equities	36%	39%
Real Estate	12%	9%
Fixed Income	25%	25%
Managed Futures	10%	10%

For the year ended March 31, 2018, the Long-term Investment Pooled Fund distributed \$4,222 (2017 - \$2,884) of investment income to the Archives. For the year ended March 31, 2018, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized gain of \$1,413 (2017 - unrealized gain of \$3,941).

### 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 2018 or 2017.

## 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. Subsequent Event

Subsequent to year-end, on April 11, 2018, the Archives received notification of a \$750,000 credit from the Ministry of Central Services. This credit will be recorded as revenue in 2018-19.



*R-B11126-1. Roderick Charles competes in a snow-shoeing event at the Winter Carnival in La Ronge. [March 1963]. (Clockwise): R-PS61-351-15. Sunbathing at Waskesiu (from L-R: Ruth Arnold, D'arcee Case and Laurel Cook). August 1961; R-A22492-15. Flood waters in Moose Jaw - Looking East of Fairford Street from 5<sup>th</sup> Avenue NW. Spring 1974; R-A858-10. Regina Cyclone. June 30, 1912.*



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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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