

Annual Report

2023-24

PROVINCIAL ARCHIVES OF SASKATCHEWAN

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PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



Letters of Transmittal



The Honourable
Terry Jenson
Minister Responsible for
the Provincial Archives of
Saskatchewan

Office of the Lieutenant Governor of Saskatchewan

I respectfully submit the Annual Report for the Provincial Archives of Saskatchewan for the fiscal year ending March 31, 2024.

A handwritten signature in black ink, appearing to read 'Terry Jenson', written over a horizontal line.

Terry Jenson
Minister Responsible for the Provincial Archives of Saskatchewan



Keith Comstock
Chair, Board of Directors
Provincial Archives of
Saskatchewan

The Honourable Terry Jenson
Minister Responsible for the Provincial Archives of Saskatchewan

Dear Minister:

I have the honour of submitting the Annual Report of the Provincial Archives of Saskatchewan for the fiscal year ending March 31, 2024.

A handwritten signature in blue ink, appearing to read 'Keith Comstock', written over a horizontal line.

Keith Comstock
Chair, Board of Directors
Provincial Archives of Saskatchewan

Provincial Archives of Saskatchewan (PAS) Overview

Mandate

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

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

Vision

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

Mission

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

Core lines of business

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

Service Delivery Information

Public Reading Room
Provincial Archives of Saskatchewan
2440 Broad Street
Regina, Saskatchewan
Number of people served: 70,240 in 2023-24

Legislation

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

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

[2023-2027 Strategic Plan](#)

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

- Ensure that truth and reconciliation is valued and reflected in our work.
- Engage the public and users with our collection and services in meaningful and relevant ways.
- Increase government awareness and understanding of Records and Information Management (RIM) responsibilities and PAS services.

Strategy: *The approach we will take to achieve our goal*

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

Key Actions: *What we will do to get there*

- Respectful Terminology Project
 - The Respectful Terminology project aims to update the terminology used in the Archives' archival description catalogue, focusing on language related to Indigenous communities and themes. The RPPS unit completed a jurisdictional scan of other work in the field, contributing to the creation of the basis of a lexicon, and the preparation of a database template. The PAS contracted a consultant to gain insight from an Indigenous perspective into the work completed so far and to provide direction for the next steps. The report endorsed the work completed to date, validated that the PAS approach reflected the spirit of reconciliation, and provided several recommendations to guide our work as the project progresses.
- Responding to requests for Indigenous Information with the Reconciliation Framework as our guide to this work
 - ROS continues to work with Indigenous communities to support their research projects.
 - PAS had several meetings with archives representatives from the National Centre for Truth and Reconciliation (NCTR) to continue discussing how PAS can support its work. PAS provided new information to the NCTR about records in its holdings, and the NCTR set priorities for digitization projects.
- Seek Indigenous training opportunities for staff
 - Staff have taken a variety of Indigenous training throughout the year.
 - The AAA team viewed testimony from Indigenous leaders, researchers, and archives from the Standing Senate Committee on Indigenous Peoples' exploration of challenges to accessing records related to missing children and unmarked graves.

Strategy: *The approach we will take to achieve our goal*

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

KeyActions: *What we will do to get there*

- Social media – develop and implement a refreshed, engaging and relevant program.
 - The social media program was refreshed by developing social media procedures, metrics, benchmarks and initiatives to involve all staff in producing and delivering social media content.
 - The PAS launched an Instagram channel on August 30, 2023.
 - Staff increased the number and thematic variety of posts, resulting in a positive upward trend in post views and interactions for all four social media platforms (Facebook, Twitter/X, Instagram, and YouTube).
- Public outreach and communications
 - Some of the major outreach initiatives this past year included:
 - The newly redesigned website launched on June 5, 2023;
 - A Royal Visit display featured in the PAS Gallery to celebrate King Charles III’s coronation in May 2023;
 - A display featuring photographs from the William James fonds, a Prince Albert-based photographer, was launched in November;
 - ROS staff appearance on CBC Radio’s *Blue Sky* program, and the Outreach Coordinator’s monthly appearance on a Radio-Canada program, *Pour faire un monde*, to highlight our social media content;
 - Many presentations given by staff during the year, including to:
 - Six regional library systems about the William James display and about using the archives;
 - Genealogical societies in Yorkton and Moose Jaw; and
 - The Saskatchewan Archaeological Society.
 - PAS staff attended a Remembrance commemoration event at the Royal Canadian Legion Robert G. Combes Branch 61 in Melville on October 26, 2023, where the original Victoria Cross medal awarded to Combes for his service and sacrifice during the First World War was displayed;
 - Two staff members from ROS attended the Heritage Festival of Saskatoon on February 4, 2024, and two others participated in a genealogy tradeshow at Government House on March 7, 2024; and
 - Three staff attended and helped judge at Provincial Youth Heritage fairs.

Strategy: *The approach we will take to achieve our goal*

Increase government awareness and understanding of RIM responsibilities and PAS services.

KeyActions: *What we will do to get there*

- RIM Stakeholder Meetings
 - IMS organized two well-attended stakeholder meetings on June 22, 2023, and December 7, 2023. The meetings included presentations by staff responsible for RIM on the disposal of public records and the organization of RIM programs in government institutions.

- Information Management Community of Practice
 - In cooperation with the Ministry of Justice, PAS established this community of practice, replacing the RIM Stakeholder group. The community will provide a forum for information sharing and collaboration among all experts responsible for managing government information, including privacy, records management, access, security and information technology.
- Increasing Government Awareness
 - IMS composed a success story regarding completing an operational records schedule for the Ministry of SaskBuilds and Procurement (SBP). The story was posted on Staffroom, the government’s intranet site, in early February 2024.
 - IMS and representatives from the Ministries of Finance, SBP and the Public Service Commission participated in the Information Management Working Group for the Enterprise Business Modernization Project. The working group aims to ensure that records management, access and privacy requirements are adequately addressed when implementing the new system for human resources, finances, supply chain management and procurement records in the Government of Saskatchewan.
 - IMS sent bi-annual reports to the Deputy Ministers Council, providing government records management and schedule development updates.
 - IMS coordinated three successful reviews by the Public Records Committee. During the reviews, the committee approved an institution-wide operational records schedules for Legal Aid Saskatchewan, SBP and the Ministry of Advanced Education (AE) and an amendment to the operational records schedule for the Office of the Information and Privacy Commissioner.
 - IMS completed a 20-minute RIM training module for government executives. The training explains basic RIM concepts and the importance of an efficient RIM program. It is available on the My Learning App on the PSC Client, and on the PAS website.

Performance Measure Results:

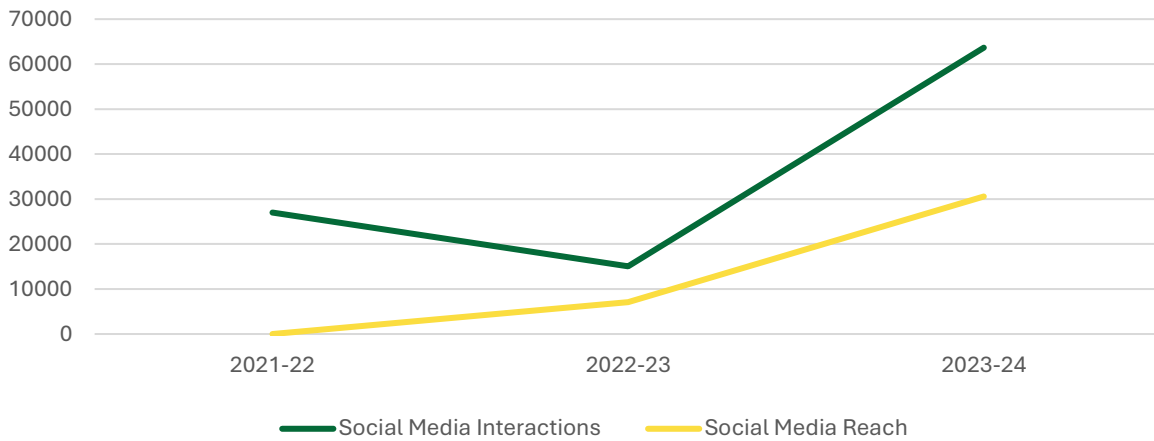
Outreach activities

- In 2023-24, PAS did 17 tours, eight presentations, nine YouTube videos, one exhibit, and attended three events.

Social Media Engagement & Benchmarks

- Our social media followers increased from 1,441 in April 2023 to 2,291 in March 2024.
- Our social media reach increased from 7,083 in April 2023 to 30,572 in March 2024, a 331.6 per cent increase.
- We served over 63,000 people as measured by our Social Media interaction statistics.

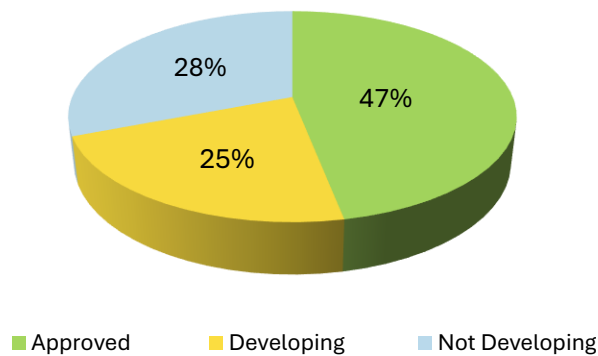
Social Media Reach and Interactions, 2022-23 and 2023-24



Schedule development

- PAS worked with 24 government institutions on schedule development, up from 21 in the previous fiscal year. The Public Records Committee approved three operational records schedules for the Ministry of AE, SBP, Legal Aid Saskatchewan, and an amendment to the operational records schedule for the Office of Information and Privacy Commissioner. The PAS is nearing 50 per cent for government institutions with completed records retention schedules.

Status of Schedule Development as of March 31, 2024



Government employees trained in RIM

- The total number of government employees participating in training was 898, a 15.1 per cent increase from the previous year.
- Two RIM Stakeholder meetings were attended by 139 participants representing 38 government institutions. The number of attendees remains stable in comparison to the previous fiscal year.

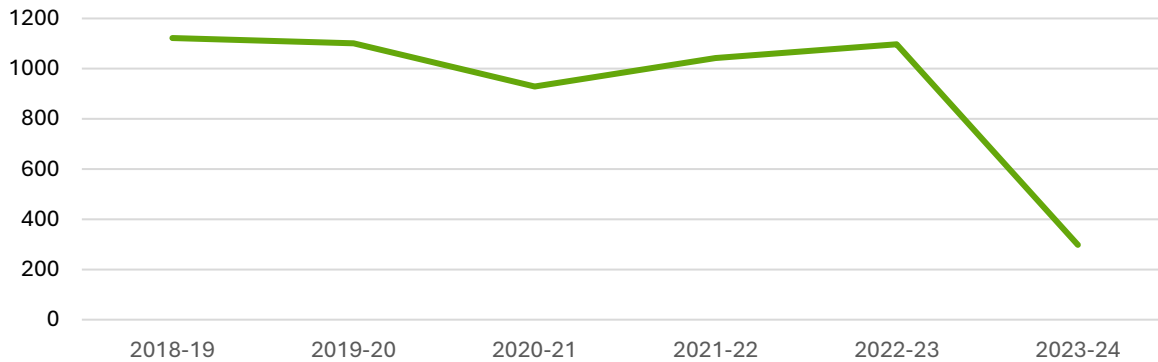
Advisory Services – RIM Awareness

- This year, PAS replied to 2,342 RIM inquiries from government, a slight increase compared to 2,339 inquiries responded to in 2022-23.

Decrease in number of record disposal requests

- In 2023-24, PAS only received 298 disposal requests. This significant decrease is caused by a backlog in reviews for the tobacco litigation hold at the Ministry of Health. Based on the 6-year average of 1,050 a year (from 2017 to 2023), this is a decrease of 71.6 per cent.

Number of Disposal Requests sent to the PAS from 2018-19 to 2023-24



>> Provincial Archives of Saskatchewan

Impact

Innovate

Inspire

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

- Explore innovative models for service delivery that drive efficiencies, practices, and services.
- Establish service delivery standards for each key user group.
- Develop and nurture strategic partnerships.

Strategy: *The approach we will take to achieve our goal*

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

KeyActions: *What we will do to get there*

- AAA Project: Government Records Disposition and Appraisal Review
 - There are two streams in this project: disposition and appraisal. This year, the IMS, AAA, and Corporate Services teams completed a process map of the disposal process and discussed possible efficiencies and improvements. The three units worked in cross-unit teams to determine if and how the particular efficiencies they identified could be implemented.
- Public Records Committee Collaboration Tool
 - Information Technology Services and IMS developed a new collaboration site in Microsoft SharePoint to assist this cross-governmental committee in approving records retention schedules.

Strategy: *The approach we will take to achieve our goal*

Establish service delivery standards for each key user groups.

KeyActions: *What we will do to get there*

- Service delivery standards
 - This project aims to create standards for public-facing service delivery accessed through ROS. The team completed a jurisdictional scan of other provincial and private archives to learn more about service delivery standards in other institutions, which has informed the development of standards for PAS. This work resulted in creating a set of Service Delivery Standards that we expect to be ready for implementation early in 2024-25.
- Enquiry Management Software and Online Payment System
 - ROS launched a new online enquiry service on January 8, 2024. This service facilitates the intake and tracking of reference enquiries, reproduction requests, and customer feedback.
 - A new online payment system was implemented in December 2023 and provides our clients with a quick and easy payment option.

Strategy: *The approach we will take to achieve our goal*

Develop and nurture strategic partnerships

KeyActions: *What we will do to get there*

- The PAS established two ongoing internships for history students in partnership with the History Department at the University of Regina.
 - From September to December 2023, an undergraduate intern was tasked with outreach-related projects, assisted with finding materials for future social media posts, and helped develop a Saskatchewan history timeline tool to aid future outreach initiatives.
 - The Applied Masters of Arts Internship started in mid-January 2024, working on two projects:
 - Creating an index of names of Indigenous people that are identified in the records of the Lung Association of Saskatchewan at the PAS; and
 - Creating a listing of all donor agreements for private records acquisitions, including the terms and expiry dates.
- Work was accomplished on the internal records inventory project. A student hired as part of the Young Canada Works grant program and a term employee completed inventories for over 350 boxes of inactive PAS records.
- Friends of the Provincial Archives (The Friends)
 - The Friends share information on various topics via email and meet quarterly to share updates.
 - Volunteers from the Friends continue to work on the photo project to copy text from the back of photos to capture information about previously scanned photographs.
 - The Friends volunteered to assist the Archives Film Night on February 7, 2024.
- Saskatchewan African Canadian Heritage Museum (SACHM)
 - To celebrate African Canadian Black History Month, SACHM loaned the PAS an exhibit for display in the building galleria in February 2024.

- Fransaskois Outreach & Partnership Activities
 - Our French-Language Services Archivist actively supported several French-language activities, they: provided reference services in French, served as a member of the Société historique de la Saskatchewan’s Archives Committee, translated social media posts into French, judged French-language entries at youth heritage fairs and gave media interviews in French.
- Ukrainian Museum of Canada
 - The PAS Director of Archival Services worked with the Executive Directors from the Ukrainian Museum of Canada and the Ukrainian Canadian Congress of Saskatchewan to plan an event on archives management for the Ukrainian community in the province.
- Métis Nation Saskatchewan (MN-S)
 - IMS met with staff from the Saskatchewan Citizenship Registry unit of the MN-S to discuss records management practices and ROS provided advice on scanning for a large digitization project that the MN-S was planning.

KeyActions: *What we will do to get there*

- Complete one on-site event per year through partnerships
 - As part of Archives Week celebrations, on February 7, 2024, PAS hosted a film night featuring recently digitized films from the Dick and Ada Bird fonds. Staff from Film Rescue International in Indian Head gave a presentation about their film preservation services. After the formal program, visitors stayed for a reception and watched a popular Bird Films silent film, “A Prairie Romance.” Approximately 130 people attended, making this occasion one of PAS’s most popular in-person events.

Performance Measure Results:

Project – Private Records

- A new approach to private records appraisal was implemented in November 2022 with the objective of no longer acquiring published items, singular ephemera items with no context, and materials better suited for storage at other institutions. Statistics show an 81.3 per cent reduction in private acquisitions from before implementation, exceeding our goal of a 50 per cent reduction compared to pre-implementation. (20 acquisitions in 2023-24, 67 in 2022-23, and 107 in 2021-22)

Project - Government Records

- Process mapping of the government disposition process was completed.
- Four work packages were developed to find efficiency and improvements at PAS for the disposition of government records.

Service Delivery Standards

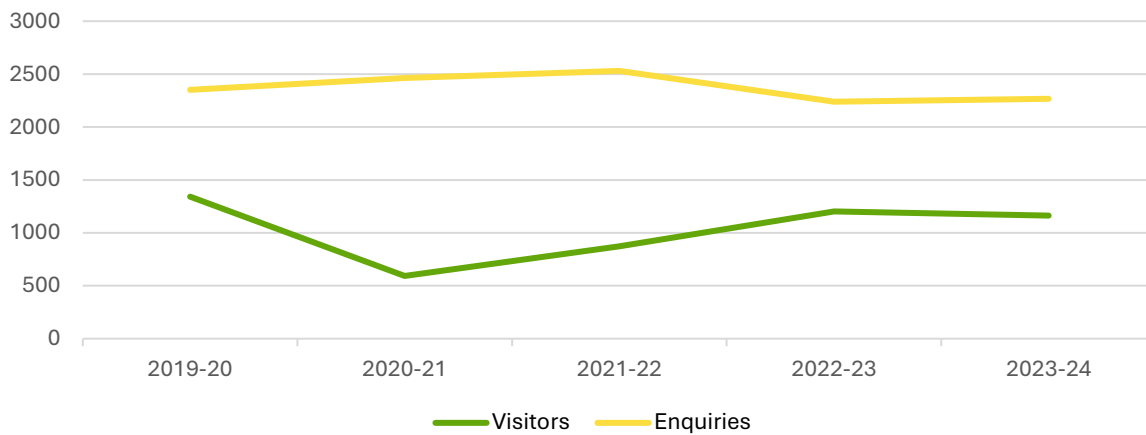
- Since measurement was implemented in January 2024, we had 34 customer evaluations in 2023-24 with an average rating of 4.8 out of 5 or “very good.”

Service statistics

- Number of visitors: 1,163 (down 38 or 3.2 per cent from the previous fiscal year)

- Number of containers retrieved: 20,137 (up 6,809 or 51.1 per cent from the previous fiscal year)
- Number of enquiries: 2,386 (down 147 or 6.6 per cent from the previous fiscal year)
- Number of government enquiries: 2,342 (up 103 or 4.6 per cent from the previous fiscal year)

Number of Visitors and Enquiries sent to the PAS, 2019-20 to 2023-24



Volunteer Contributions

- The Friends reviewed over 3,900 items in the photo collection.

>> Provincial Archives of Saskatchewan

Impact

Innovate

Inspire

Progress on Goal 3: Inspire People and Organizational Culture

- Develop a strong, vibrant corporate culture.
- Develop and foster opportunities to collaborate, innovate and celebrate.
- Create a succession and professional growth plan for all levels of PAS.

Strategy: *The approach we will take to achieve our goal*

Develop a strong, vibrant corporate culture.

KeyActions: *What we will do to get there*

- Professional Literature Library
 - The management team consolidated our professional literature into a single space to increase staff access to learning more about our profession, the history of Saskatchewan and management skills.

- Secure Designated Bike Storage
 - Staff requested secure designated bike storage, which was created in an underutilized storage room. This initiative promotes a healthy corporate culture through physical activity.
- Social Committee
 - During 2023-24, the social committee organized many activities open to all staff, including Halloween celebrations, a potluck lunch, an annual Holiday party, a lunch hour team-building game and a PAS swag sale.

Strategy: *The approach we will take to achieve our goal*

Develop and foster opportunities to collaborate, innovate and celebrate.

KeyActions: *What we will do to get there*

- Explore and implement ideas, including joint staff meetings, updates, emails, and guest speakers at meetings.
 - This past year, there were several opportunities for staff to collaborate across units:
 - Facility tours for government institutions and the University of Regina History Students Association;
 - Ongoing collaboration from all the units to facilitate institution-wide orientations for all new staff members and interns; and
 - All-Staff meetings were held in May 2023, November 2023, and March 2024.
- Foster collaboration, innovation and celebration
 - Cross-unit meetings on projects and matters of joint concern.
 - “Coffee with Carol” was held four times, providing an opportunity to mix and mingle with the Provincial Archivist and staff from different units in a casual setting.
 - Celebrations at unit meetings for milestone achievements and long-term service.
- Continue to promote cross-unit working groups.
 - This past year, several cross-unit working groups were formed:
 - The Occupational Health and Safety Committee and a representative from AAA completed the Violence Prevention Plan in March 2024;
 - A Storage Safety Working Group was established to implement recommendations about storage safety from the workplace inspections. The committee has developed a work plan to implement in 2024-25; and
 - Oversize Storage Room - Ledger Unwrapping Working Group had staff from multiple units developing a plan to unwrap the plastic that protected the ledgers during the move. This project was completed in November 2023.
- Inter-unit Projects
 - Staff from various units contributed to the archive’s operational projects, our social media program, and the Film Night event.

Strategy: *The approach we will take to achieve our goal*

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

KeyActions: *What we will do to get there*

- Planning for Success/Work Planning
 - Work planning was introduced in 2022-23, where staff identified individual work and learning objectives. This year, we added competency objectives to enable staff to focus further on developing competencies for their position.
- Identify gaps in knowledge and training to appropriately allocate resources
 - Gaps in knowledge and options to close those gaps were identified in individual work plans, allowing institution-wide planning to allocate resources for development.
 - New staff continued to take mandatory training as part of their onboarding.
 - The PAS invested in a one-year membership with the National Association of Government Archives and Records Administrators. This association provides an extensive list of archives and RIM web-based training that all our staff can utilize.

Performance Measure Results:

Successful collaborative projects

- This year, 32 staff (86 per cent) participated in eight inter-unit working groups/committees.

Training activities

- Throughout the year, staff participated in 105 unique training courses, including areas such as health and safety, language training, archives, RIM and leadership.
- 100 per cent of long-term staff have taken 4 Seasons of Reconciliation training or some form of Indigenous-specific training, exceeding our goal of 75 per cent.

Financial Summary

Report of Management

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

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

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

On behalf of management,



Carol Radford-Grant
Provincial Archivist



Nancy Schleede
Director, Corporate Services

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

Opinion

We have audited the financial statements of the Provincial Archives of Saskatchewan, which comprise the Statement of Financial Position as at March 31, 2024, and the Statements of Operations, Remeasurement Gains and Losses, Change in Net Financial Assets and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Provincial Archives of Saskatchewan as at March 31, 2024, and the results of its operations, its remeasurement gains and losses, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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



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

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

Regina, Saskatchewan
June 21, 2024

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

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

| | <u>2024</u> | <u>2023</u> |
|--|---------------------|---------------------|
| Financial assets: | | |
| Cash on Deposit (Note 3) | \$ 1,227,476 | \$ 1,120,213 |
| Investments (Notes 2, 5, 9) | 84,588 | 79,882 |
| Accounts receivable | 20,779 | 56,233 |
| | <u>1,332,843</u> | <u>1,256,328</u> |
| Liabilities: | | |
| Accounts payable and accrued liabilities | 121,507 | 50,607 |
| Accrued vacation pay | 60,413 | 54,803 |
| Due to General Revenue Fund (Note 4) | - | 58,429 |
| Accrued salaries and benefits | 265,926 | 180,124 |
| | <u>447,846</u> | <u>343,963</u> |
| Net financial assets (Statement 4) | <u>884,997</u> | <u>912,365</u> |
| Non-financial assets | | |
| Tangible capital assets (Note 6) | 596,267 | 675,639 |
| Prepaid expenses | 17,026 | 49,344 |
| | <u>613,293</u> | <u>724,983</u> |
| Accumulated Surplus | <u>\$ 1,498,290</u> | <u>\$ 1,637,348</u> |
| Accumulated Surplus is comprised of: | | |
| Accumulated surplus from operations | 1,479,711 | 1,623,475 |
| Accumulated remeasurement gains | 18,579 | 13,873 |
| Total Accumulated Surplus | <u>\$ 1,498,290</u> | <u>\$ 1,637,348</u> |

(See accompanying notes to the financial statements)

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

| | Budget 2024 | Actual 2024 | Actual 2023 |
|--|------------------------|------------------------|------------------------|
| | (Note 11) | | |
| Revenue: | | | |
| Grants - General Revenue Fund | \$ 4,330,000 | \$ 4,330,000 | \$ 4,363,000 |
| Government of Canada | 7,283 | 10,000 | 7,283 |
| | <u>4,337,283</u> | <u>4,340,000</u> | <u>4,370,283</u> |
| Reference Services | 33,000 | 26,670 | 33,002 |
| Preservation Services | 18,150 | 17,858 | 16,278 |
| Investment Income | 3,000 | 3,444 | 2,997 |
| Contract Revenue | - | - | 42,036 |
| Other Services | 170,000 | 89,979 | 239,770 |
| Miscellaneous | 15,000 | 15,440 | 16,645 |
| Interest Income | 60,000 | 131,224 | 74,796 |
| | <u>4,636,433</u> | <u>4,624,615</u> | <u>4,795,807</u> |
| Expense: | | | |
| Salaries and Benefits | 3,206,808 | 3,112,809 | 3,151,586 |
| Accommodation | 1,188,000 | 1,159,554 | 1,021,491 |
| General Operating | 346,283 | 389,688 | 434,533 |
| Amortization of tangible capital assets | 126,000 | 106,328 | 126,092 |
| | <u>4,867,091</u> | <u>4,768,379</u> | <u>4,733,702</u> |
| (Deficit) Surplus for the year | <u>\$ (230,658)</u> | (143,764) | 62,105 |
| Accumulated surplus from operations, beginning of year | | <u>1,623,475</u> | <u>1,561,370</u> |
| Accumulated surplus from operations, end of year | | <u>\$ 1,479,711</u> | <u>\$ 1,623,475</u> |

(See accompanying notes to the financial statements)

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

| | <u>2024</u> | <u>2023</u> |
|--|------------------|------------------|
| Accumulated Remeasurement Gains, Beginning of Year | \$ 13,873 | \$ 16,270 |
| Unrealized gain (loss) attributable to: | | |
| Investment in pooled funds | <u>4,706</u> | <u>(2,397)</u> |
| Net remeasurement gain (loss) | <u>4,706</u> | <u>(2,397)</u> |
| Accumulated Remeasurement Gains, End of Year | <u>\$ 18,579</u> | <u>\$ 13,873</u> |

(See accompanying notes to the financial statements)

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

| | <u>Budget 2024</u> (Note 11) | <u>Actual 2024</u> | <u>Actual 2023</u> |
|---|-------------------------------------|------------------------|------------------------|
| (Deficit) Surplus for the year | \$ (230,658) | \$ (143,764) | \$ 62,105 |
| Acquisition of tangible capital assets | (43,000) | (26,957) | (7,925) |
| Amortization of tangible capital assets | 126,000 | 106,329 | 126,092 |
| | <u>83,000</u> | <u>79,372</u> | <u>118,167</u> |
| Changes in prepaid expense | <u>-</u> | <u>32,318</u> | <u>(29,409)</u> |
| Net remeasurement gain (loss) | <u>-</u> | <u>4,706</u> | <u>(2,397)</u> |
| (Decrease)/Increase in net financial assets | (147,658) | (27,368) | 148,466 |
| Net financial assets, beginning of year | <u>912,365</u> | <u>912,365</u> | <u>763,899</u> |
| Net financial assets, end of year | <u>\$ 764,707</u> | <u>\$ 884,997</u> | <u>\$ 912,365</u> |

(See accompanying notes to the financial statements)

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

| | <u>2024</u> | <u>2023</u> |
|---|---------------------|---------------------|
| Operating transactions | | |
| (Deficit) Surplus for the year | \$ (143,764) | \$ 62,105 |
| Items not affecting cash: | | |
| Amortization of tangible capital assets | 106,329 | 126,092 |
| Loss on disposal of tangible capital assets | - | - |
| Change in non-cash balances relating to operations: | | |
| Accounts receivable | 35,454 | (18,434) |
| Prepaid expenses | 32,318 | (29,409) |
| Accounts payable and accrued liabilities | 70,900 | (26,344) |
| Accrued vacation pay | 5,610 | (10,302) |
| Accrued salary and benefits | 85,802 | 26,497 |
| Cash provided by operating transactions | <u>192,649</u> | <u>130,205</u> |
| Capital transactions | | |
| Acquisition of tangible capital assets | <u>(26,957)</u> | <u>(7,925)</u> |
| Cash used in capital transactions | <u>(26,957)</u> | <u>(7,925)</u> |
| Net increase in cash | 165,692 | 122,280 |
| Cash, beginning of year | <u>1,061,784</u> | <u>939,504</u> |
| Cash, end of year | <u>\$ 1,227,476</u> | <u>\$ 1,061,784</u> |
| Cash includes the following: | | |
| Cash on Deposit | 1,227,476 | 1,120,213 |
| Due to General Revenue Fund | <u>-</u> | <u>(58,429)</u> |
| | <u>\$ 1,227,476</u> | <u>\$ 1,061,784</u> |

(See accompanying notes to the financial statements)

PROVINCIAL ARCHIVES OF SASKATCHEWAN
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2024

1. Authority

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

2. Accounting Policies

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

a) **Tangible Capital Assets**

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

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

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

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

b) **Investments**

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The pooled fund consists of investments in other pooled and segregated funds that hold Canadian and global equities, fixed income, real estate and managed futures. Units in the pooled fund are valued at fair value using closing bid price. The market values of investments in foreign currencies are translated into Canadian dollars at the closing rate of exchange on March 31, 2024. The purchase and sales of investments, income and expenses are translated at the rate of exchange prevailing on the respective dates of such transactions.

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

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

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

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

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

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

- f) New Accounting Standards
PS 3400 Revenue (effective April 1, 2023) is a new standard establishing guidance on how to account for and report on revenue. Specifically, it addresses revenue arising from exchange transactions and unilateral transactions. The Archives assessed the impact of the new standard and has determined it has no impact on the Archives.

The Conceptual Framework for Financial Reporting in the Public Sector (effective April 1, 2026), which builds upon the previous conceptual framework to a new foundation for public sector financial reporting standard setting. The Archives plans to adopt this new standard on the effective date and is currently analyzing the impact this will have on these financial statements.

PS 1202 Financial Statement Presentation (effective April 1, 2026) establishes requirements for the presentation of information in general purpose financial statements. The Archives plans to adopt this new standard

on the effective date and is currently analyzing the impact this will have on these financial statements

3. Cash on Deposit

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

Under its credit facility with RBC, the Archives holds a line of credit to a maximum of \$1,000,000. The line of credit is due on demand and bears interest at the RBC prime rate plus 0.5%. As at March 31, 2024 the line of credit was undrawn.

4. Due to/from General Revenue Fund

The Archives' account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. As at March 31, 2024, the account is in nil. During the year, the General Revenue Fund (GRF) did not pay interest on the Archives' bank account, nor did it charge interest on an overdraft.

5. Evelyn Eager Estate

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

6. Tangible Capital Assets

| | 2023-24 | | | | 2022-23 |
|---|------------------------------|-------------------------------------|------------------------------|------------|------------|
| | Furniture and Equipment (\$) | Computer Hardware and Software (\$) | Lease Hold Improvements (\$) | Total (\$) | Total (\$) |
| Opening cost | 858,311 | 937,323 | - | 1,795,634 | 1,787,709 |
| Additions during the year | 3,016 | 21,741 | 2,200 | 26,957 | 7,925 |
| Closing cost | 861,327 | 959,064 | 2,200 | 1,822,591 | 1,795,634 |
| Opening accumulated amortization | 464,771 | 655,224 | - | 1,119,995 | 993,903 |
| Annual amortization cost | 33,703 | 72,626 | - | 106,329 | 126,092 |
| Closing accumulated amortization | 498,474 | 727,850 | - | 1,226,324 | 1,119,995 |
| Net book value of tangible capital assets | 362,853 | 231,214 | 2,200 | 596,267 | 675,639 |

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 \$4,427,353 (2023 - 4,604,482) of which \$18,684 (2023 - \$37,165) was receivable at March 31, 2024. Included in expense is related party transactions of \$1,741,811 (2023 - \$1,609,255) of which \$234,775 (2023 - \$161,831) was payable at March 31, 2024. These amounts include transfers to the Saskatchewan Ministry of Finance for employee benefits.

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

8. Pension Plan

Substantially all of the Archives' employees participate in the Public Employees Pension Plan which is a defined contribution plan. The Archives' financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$216,535 (2023 - \$222,710).

9. Investments

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

| | 2024 | 2023 |
|----------------------|-------------|-------------|
| Canadian Equities | 19% | 19% |
| Global Equities | 43% | 40% |
| Canadian Real Estate | 3.5% | 5% |
| Global Real Estate | 3.5% | 4% |
| Fixed Income | 20% | 22% |
| Managed Futures | 11% | 10% |

For the year ended March 31, 2024, the Long-term Investment Pooled Fund distributed \$ 3,444 (2023 - \$2,997) of investment income to the Archives. For the year ended March 31, 2024, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized gain of \$4,706 (2023 – unrealized loss of (\$2,397)).

Fair Value

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

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

10. Risk Management

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

Credit Risk

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

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

Interest Rate Risk

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

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

Liquidity Risk

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

11. Budget

These amounts are included in the annual budget approved by the Board of Directors of the Provincial Archives of Saskatchewan on April 21, 2023.