

PROVINCIAL ARCHIVES OF SASKATCHEWAN

Preserving Saskatchewan's Documentary Heritage

2018-19
ANNUAL
REPORT



PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



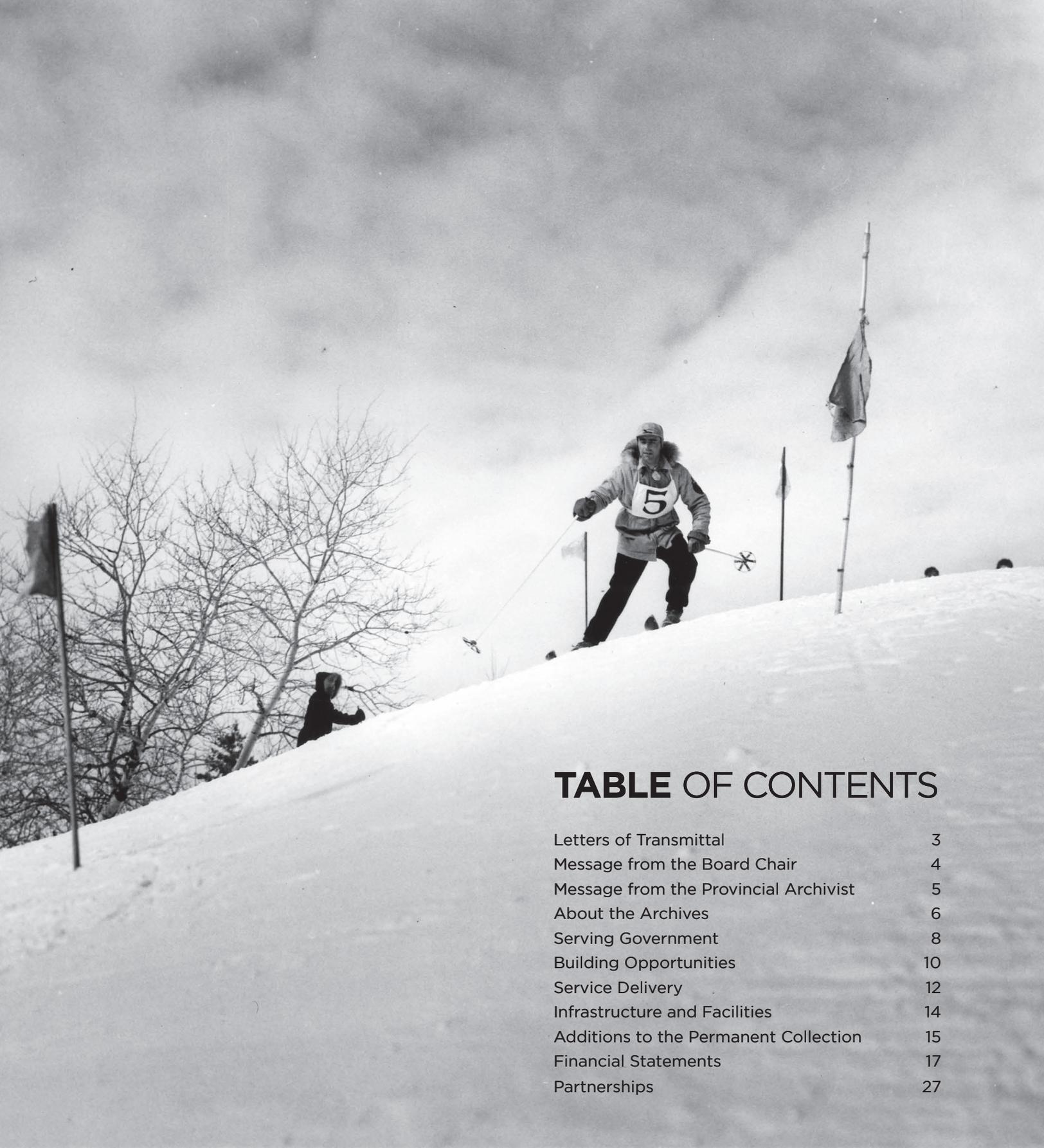
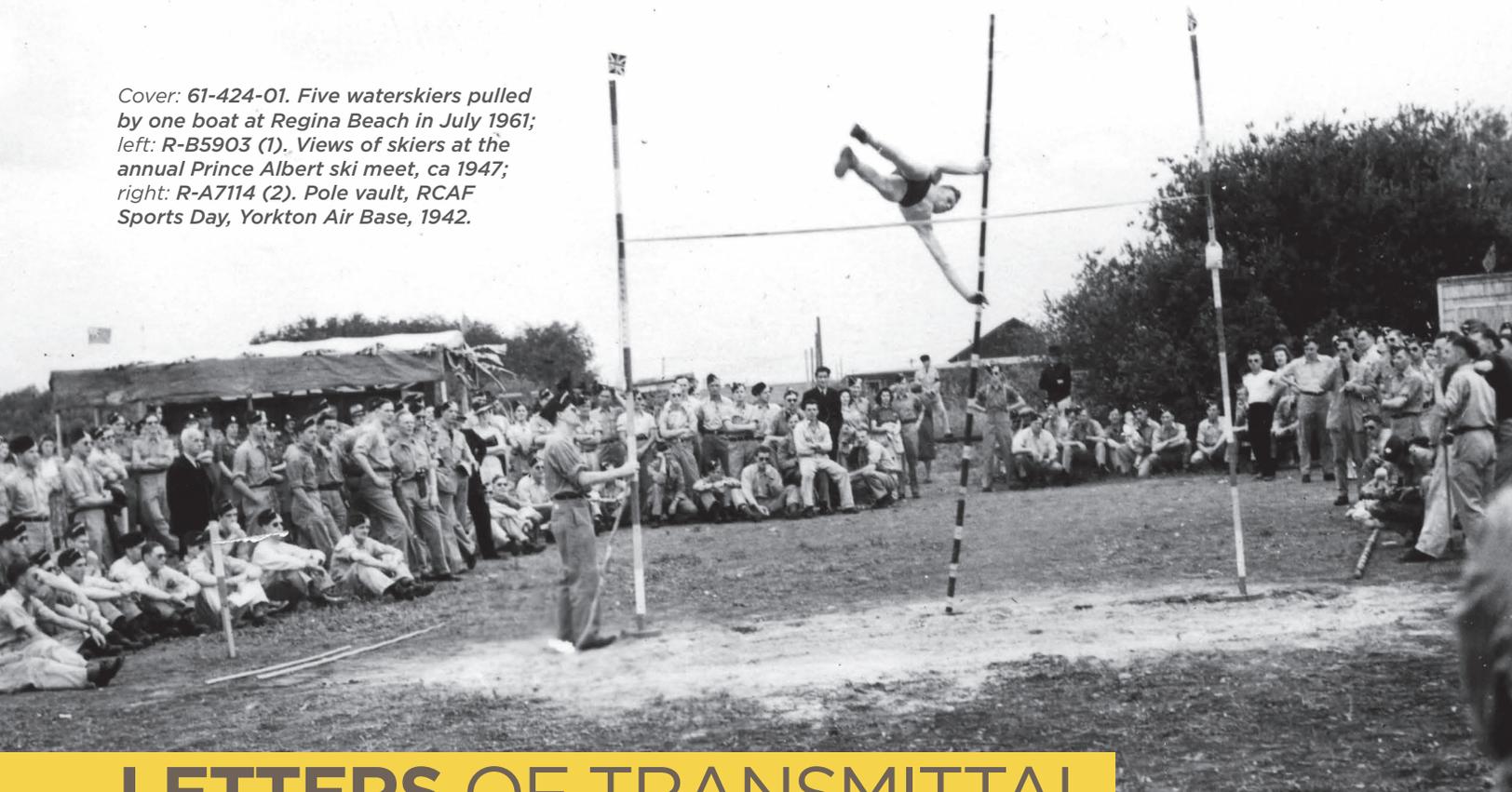


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The images illustrating the pages of this report are from the Permanent Collection of the Provincial Archives and reflect the theme of sport and recreation in Saskatchewan. Common to all experiences of life in this province is the link to both social sporting activities and solitary recreational pursuits encouraged by the change in season, family fun, individual and team competition and the endurance of community spirit. These images look back at our many decades in sport, whether organized or spontaneous, to present a glimpse of the traditions, challenges, triumphs and encounters in Saskatchewan's recreational history.

Cover: 61-424-01. Five waterskiers pulled by one boat at Regina Beach in July 1961; left: R-B5903 (1). Views of skiers at the annual Prince Albert ski meet, ca 1947; right: R-A7114 (2). Pole vault, RCAF Sports Day, Yorkton Air Base, 1942.



LETTERS OF TRANSMITTAL



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

Office of the Lieutenant Governor of Saskatchewan

I respectfully submit the Annual Report of the Provincial Archives of Saskatchewan for the fiscal year ending March 31, 2019.

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, 2018 to March 31, 2019.

Respectfully submitted,

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



MESSAGE FROM THE BOARD CHAIR



Having the opportunity to chair the Board of Directors for the Provincial Archives of Saskatchewan provides me with a fascinating window into the history of Saskatchewan. This history is captured in a number of ways, including the collections of records from individuals, organizations, associations and businesses that have shaped this province over many decades. If you layer the records with the vast geography of Saskatchewan, its cultural developments and its heritage, there are many stories still waiting to be told.

A significant role of the Archives is to preserve and provide access to the official records of the Government of Saskatchewan. The Board of Directors views this role as important and one of the topics reviewed at Board meetings is the collection and preservation of these official public records. Promoting and facilitating the management of public records are key to supporting accountability, transparency and effective operations. As part of public trust in government, effective records management must be established and maintained to ensure records are preserved and accessible not only for current but also future researchers. The way we manage and store records continues to be one of our challenges when considering changing technologies and the physical infrastructure required. Effectively storing and preserving records and making them available to researchers are ongoing processes for the Archives.

The photo theme in this year's annual report is sports and recreation. Sports and recreation have always been important in Saskatchewan. They have enabled individuals and communities to come together, have created social hubs, and, have contributed to the mental health and well-being of individuals, communities and regions, impacting our overall quality of life. Sports and recreation in Saskatchewan have included rodeo, curling, skiing, skating, baseball, lacrosse, football, golf, snowmobiling, archery, track and field, lawn bowling, rowing, sailing, broomball, horse racing, harness racing and soccer among others. If there was one official sport that has been played in communities throughout Saskatchewan, curling would be at the top of the list. Curling rinks in villages and towns throughout our history have been important to communities and regions as a way of recreation and bringing people together. World champion curling teams from Saskatchewan have left their mark. Every recreational gathering and sporting event brings to life stories, which, over time, become part of our history. The documentary heritage preserved by archives allows those stories to persist and be rediscovered long after the events have passed.

Louise Greenberg

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

*Above: 61-681-01.
A frozen pond
near the Saskatoon
airport provides an
ideal skating rink for
local youngsters in
November 1961.*



MESSAGE FROM THE PROVINCIAL ARCHIVIST



I am pleased to present the Provincial Archives' annual report for 2018-19. The past year has brought opportunities for new initiatives, continued progress in our strategic priorities and a departure from our operational history.

We promoted effective electronic management of the public record through workshops, stakeholder meetings, policy development and educational resources for government. Analysis of our enterprise-wide survey on records management resulted in the development of a records and information management roadmap to lead ministries towards full compliance with *The Archives and Public Records Management Act* and a proactive plan for the future.

We advanced the implementation of new archival management software, with a launch planned for the summer of 2019. The system will deliver improved client satisfaction in researching our Permanent Collection as well as increased public access to our digital content.

Partnerships continued with government, academic and cultural organizations and with local archives in presenting exhibits, special events and additions to archival descriptions of materials. Our fifth video in the *From the Prairies to the Trenches* series captured the Saskatchewan experience in 1918 and early 1919, and marked the end of commemoration activities for the centenary of the First World War.

The Archives' new organizational framework, introduced in February 2018, became fully functional over the past year and has strengthened capacity to deliver our core services. In late November 2018, the Archives announced the consolidation of its five office and records storage sites into a single location. This was followed in February 2019 by the news that the Provincial Archives is moving to the CBC building in Regina's Wascana Park. Consolidation will achieve improved environmental controls for our Permanent Collection, increased storage capacity and more efficient delivery of services to clients. This new direction brings to a close our long history of operating our Saskatoon office at the University of Saskatchewan. While local access services have been discontinued, we are developing a strong, provincially-based archival facility that meets the research and access needs of both in-person and distance researchers, and extends our outreach activities.

As with all endeavours, we remain ever conscious of our custodial role to acquire, preserve and make available the historical record of the province, now and into the future.

Linda McIntyre
Provincial Archivist

Above: R-B994.
Horse racing at
Cannington Manor
race track in 1889.



Since its creation in 1945, the Provincial Archives of Saskatchewan has served as custodian of the documentary heritage of the province.

ABOUT THE ARCHIVES

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 today and for years to come.

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. The Archives also provides expertise and advice to government about information management, policy standards and the development of accountable record keeping practices in the public sector. This central agency role for Saskatchewan is delivered through our vision, mission, mandate and values.

Legislative Mandate

The Archives and Public Records Management Act defines the objects and functions of the Provincial 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.

Above: 84-1262-0131. Dancers in traditional black and white costumes participate in the Métis Heritage Days at Batoche in 1984.

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

The Provincial Archivist serves as Secretary to the board.

Thank You to Staff of the Provincial Archives of Saskatchewan

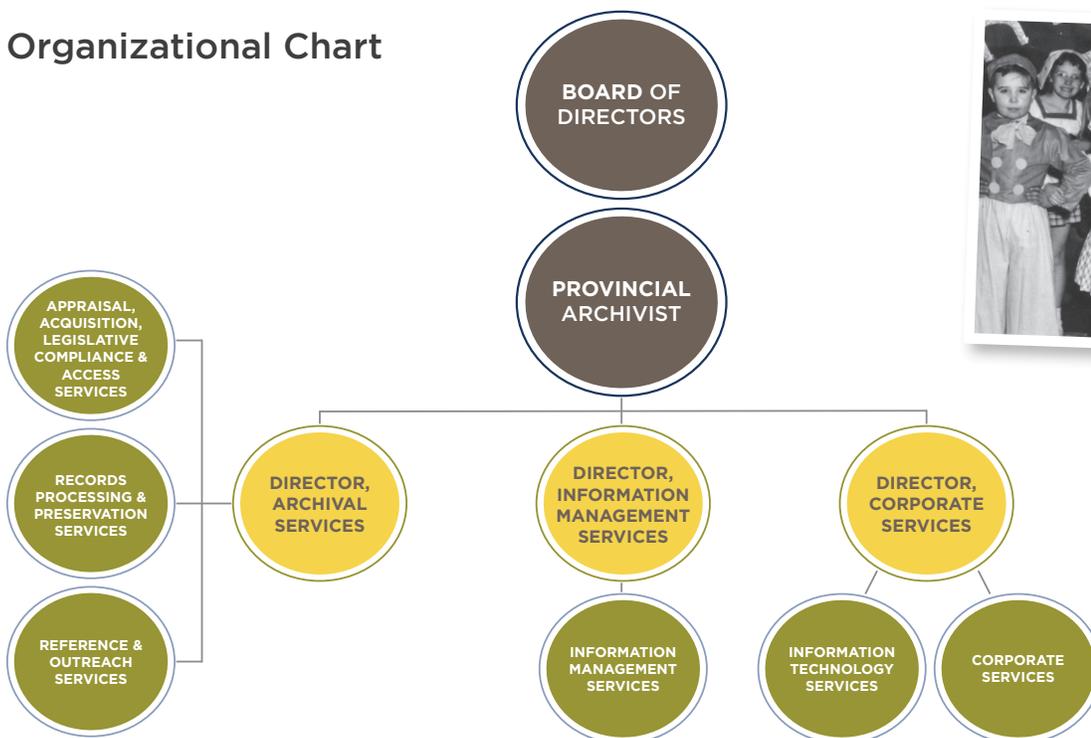
Our many achievements would not be possible without the work and dedication of the Archives' staff. The Board of Directors and the Provincial Archivist extend thanks to the staff of the Archives for their professionalism and commitment in the work undertaken and accomplishments achieved in 2018-19.

In April 2019, Donna Chibi celebrated her retirement after nine years as the Provincial Archives' Financial Officer. Donna's career with the Saskatchewan public service spanned an impressive 39 years, including nearly 23 years with the Ministry of Health. Donna's colleagues at the Provincial Archives congratulate her on a well-deserved retirement.

Long Service Recognition

The Provincial Archives of Saskatchewan congratulates Nadine Charabin who has received recognition for her 30 years of service with the Saskatchewan public service.

Organizational Chart



Above: R-A21638
Boys and girls of the intermediate and junior figure skating class, wearing costumes, likely Davidson [194-?]



As part of RIM advisory services, the Archives replied to 1,084 consultation inquiries including meetings, phone calls and emails.

SERVING GOVERNMENT

- A Records and Information Management (RIM) *Summary Survey Report* based on the *2017 RIM Readiness Survey* was presented to government executive officials. At the request of the Deputy Minister to the Premier, a RIM Roadmap was developed for establishing effective records management practices in government. The Roadmap was presented to and accepted by the Deputy Ministers' Council in November 2018.
- Three well-attended meetings of the RIM Stakeholders group were held on topics related to email management, records schedule development and enterprise-wide information management. The Stakeholder group includes 84 members representing 36 government organizations.
- Two records retention schedules, for the Saskatchewan Review Board and for the Ministry of Social Services, as well as an amendment to the retention schedule for the Office of Information and Privacy Commissioner, were approved by the Public Records Committee during the reporting period. The Archives continues advising and working with 22 government institutions on their records retention schedules.
- The Archives completed an instructional package for government institutions on establishing filing structures for electronic records on shared drives. The package was developed from a 2017-18 pilot project with the Ministry of Parks, Culture and Sport in cooperation with the Information Technology Division (ITD), Ministry of Central Services.
- The Archives also developed the following RIM tools for government institutions: *File Formats for Long-term Preservation and Transfer to the Provincial Archives*, *RIM Educational Resources* and a guide for ITD outlining RIM requirements for IT systems and solutions for managing electronic records, developed in consultation with the RIM Stakeholders group and ITD.
- The Archives began advising SaskPower on the corporation's initiative towards RIM accreditation. Accreditation can be granted by the Provincial Archivist to government institutions that have established an effective RIM program and records schedule(s) in compliance with *The Archives and Public Records Management Act*.
- Basic online RIM training continued on the Public Service Commission LEARN website and the Provincial Archives' website. Over 393 government employees took the training in 2018-19. Work continued on training modules for ARMS 2014 and the disposal of records.



Left: R-A14137. Two Canadian soldiers on wooden horse having a pillow fight, World War One.
Right: R-A12659. Phyllis Dewar, Moose Jaw swimmer, winner of four gold medals in the British Empire and Commonwealth games, 1934.

The Archives received **1,122 requests** for disposal of records from 29 government institutions, **totalling 14,556 boxes or 4,658 linear metres of records for review**, including those covered by a Memorandum of Understanding with the Ministry of Justice. **A total of 3,682 linear metres of records were authorized for disposal.** In addition, 1,084 linear meters were approved for disposal from backlog requests.

The Archives transferred **25 linear metres** of public (government) record for permanent preservation and a further **203 linear metres** will be transferred once additional space becomes available.



BUILDING OPPORTUNITIES

First World War Video Series and Armistice Commemorative Events

- In November 2018, as part of the nationwide commemoration of the end of the First World War, the Provincial Archives, in partnership with the Provincial Capital Commission, launched the fifth and final installment in the *From the Prairies to the Trenches – Saskatchewan and the First World War* video series, “Amiens, Armistice and Aftermath, January 1918 to June 1919”. The concluding chapter addressed the German Spring Offensive, The 100 Days Campaign, Armistice and the Spanish Flu. The video series was also screened as part of the Saskatoon Museum of Military Artifacts *We Were There Over There* exhibit at the Saskatoon Western Development Museum; at the Legislative Building; and at Government House.
- In partnership with Ici Radio-Canada Manitoba-Saskatchewan, the Société historique de la Saskatchewan and La Cité, University of Regina, French versions of the *From the Prairies to the Trenches* video series were shown at Journée du patrimoine events in September 2018, on Radio-Canada’s website later that fall and also on the Archives’ YouTube channel. In addition, the video series was shown at several events in France.
- The Archives also participated in the Royal United Services Institute’s Open House in November 2018 at Banner Hall, Queensbury Centre, commemorating the 100th anniversary of the Armistice.

Young Canada Works Grant Projects

- **Digitization of District Court docket books:** A second year of funding from the Canadian Heritage Young Canada Works (YCW) program brought the digitized content to 80 per cent of the District Court docket books in the Archives’ Permanent Collection now available for research use. Since many of these ledgers contain adoption information, digitization allows redaction for access by the general public, while also advancing preservation of the original archival record.
- **Court ledgers:** A total of 706 court ledgers were relabelled to facilitate identification and access. An additional 68 ledgers were rehoused for preservation purposes.

Above: R-B6212 (2). A view of boys at the starting line-up for a foot race, 1954.

- **AJF and the Spanish Flu Exhibit:** Through YCW funding and in partnership with the Société historique de la Saskatchewan and l'Association jeunesse fransaskoise (AJF), the Archives hired a student to continue activity on the AJF's records, begun in the summer of 2017-18. A total of 551 descriptions were created and 4,882 photographs were digitized and linked to archival descriptions. As well, this student developed an online exhibit highlighting archival sources related to the 1918 Spanish Influenza Epidemic. This exhibit is available in both English and French.

Transfer of Records between Archives

- As a result of the Provincial Archives' sites consolidation, agreements were signed with the City of Saskatoon Archives and the University of Saskatchewan Archives and Special Collections that resulted in the transfer of certain Saskatoon-based records locally to those archives, as well as the transfer of certain records from split fonds to the Provincial Archives.

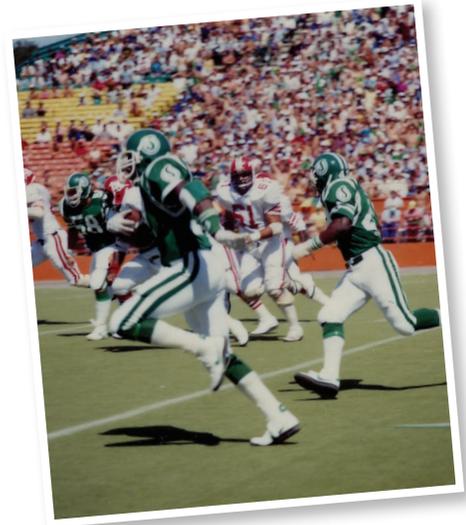
Presentations, Events and Awareness

- Staff appeared on the CJTR Regina community radio broadcast "Rear View Mirror" to discuss archival records and services at the Archives. Staff also appeared on the CTV morning show to discuss the Archives' participation in Remembrance Day activities.
- Presentations were given to the Saskatchewan Genealogical Society at their provincial conference and at a Saskatoon branch meeting; three University of Saskatchewan classes; one University of Regina class; and at the Moose Jaw Festival of Words.
- With the City of Regina Archives, the University of Regina Archives and the Saskatchewan Council for Archives and Archivists, the Provincial Archives hosted 'New to Town: Newcomer Reflections Then and Now' at the Bushwakker Brewpub, Regina, for Archives Week 2019. The night featured speakers discussing their journey to Canada and Saskatchewan, with readings and excerpts of documents from the past.
- Staff also participated as judges at the Saskatchewan regional and provincial Youth Heritage Fairs in April and May 2018 and took part in the Moose Jaw Heritage Fair in February 2019.

Other Activities and Partnerships

- Displays were set up for the Regina Exhibition, the Royal United Services Institute's Armistice open house event, and the Moose Jaw Heritage Festival.
- Friends of the Provincial Archives of Saskatchewan continued to support archival events, identify additional information on photographs through the Regina Photo Project and participate actively by email with approximately 400 members. The group also completed transcription of the Canadian Pacific Railway 1885 telegram book through many volunteer hours.
- The Provincial Archives signed a collaboration agreement with the Société historique de la Saskatchewan in 2019 regarding goals and commitments towards the development of French-language archival services and opportunities. As part of this commitment, the Archives continued to translate reference-related web pages into French through the Francophone Affairs Branch, Ministry of Parks, Culture and Sport and conducted a staff survey on French-language capacity.
- The Archives continues its partnership agreement for cost sharing a full-time archivist position with the United Church of Canada, Saskatchewan Conference.

See our *Partnerships List* on page 27.



Top-Bottom: 83-1433-48. Saskatchewan Roughriders versus the Calgary Stampeders at Taylor Field on August 17, 1983; R-A17343. Alex Decoteau, and two year old Alex Latta Sr., 1908. Decoteau, from Red Pheasant Reserve near Biggar, was an extraordinary long and middle distance runner and represented Canada in the 1912 Olympics. He was killed in France during the First World War.

The Archives received 125 requests for access to restricted records in 2018-19. This included several large requests relating to First Nations and Métis adoption inquiries, health care and land rights, requiring several months for review. A total of 62 metres of record were reviewed by archivists and/or released through non-disclosure agreements.



SERVICE DELIVERY

- A major shift in reference service delivery occurred in the fall of 2018 with the announcement of office and records storage consolidation, including the closure of the Provincial Archives' Saskatoon office. Reference services ended at the Saskatoon location effective December 21, 2018 to allow for records inventory and move preparation to begin. The four positions in Saskatoon will be transferred to Regina effective June 2019.
- New procedures to streamline access requests for restricted records were implemented during the reporting year.
- Digital copies of *Saskatchewan History* issues were posted to the Archives' website. Copies of paper issues were offered free to the public to reduce stock during distribution wrap-up.
- The digitization of microfilmed newspapers continued, with a focus on the *Humboldt Journal*, *Naicam Progress* and *Tisdale Recorder* newspapers. A total of 107 microfilmed reels were digitized, resulting in 87,688 PNG images.
- In addition, the digitization of paper newspapers with our digital overhead camera took place, adding 43,220 digital images to Saskatchewan Historical Newspapers Online. Other digitization projects included the photo collection, poster collection, panoramic photographs and fire insurance plans.

Above: R-B5953. View of the diving event at a swim meet at Waskesiu Lake in July 1950.

- While our main online archival catalogue, *Threshold*, was suspended for research use in June 2018 to allow for the transition to new archival management software, record descriptions continued to be added to the provincial online catalogue, the Saskatchewan Archival Information Network (SAIN). During this period, reference archivists continued to facilitate searches of the old catalogue through in-person and distance inquiries. All new descriptions and digital images from 2018-19 will be accessible in the new AtoM catalogue, expected to be launched in the fall of 2019.
- Public finding aids to the Permanent Collection were made available for research use online through a link on the Archives' website.
- The following archival fonds, collections and accruals were processed and made accessible for research during the reporting year:
 - Murray R. Bryck fonds (F 726)
 - Regina Lyric Musical Theatre fonds (F 226)
 - Donna Caruso fonds (F 728)
 - Northern Lights School Division No. 113 fonds (F 729)
 - Saskatchewan. Department of Education. Northern Education Branch collection (S-D70)
 - George and Tillie Taylor fonds (F 730)
 - Legislative Review Committee (Devine Government) series (S 82)
 - Regulations Review Committee (Devine Government) series (S 83)
 - Records of the Clerk of the Executive Council and Assistant Cabinet Secretary (Devine Government) (S 59)
 - Lorne Calvert fonds, Premier's Correspondence Unit (F 412)
 - Telephone Directories series (S 78)
 - Saskatchewan Provincial Mediation Board records (R-211)

- The Provincial Archives assisted 1,837 in-person visitors and answered 1,381 written and phone enquiries
- Completed searches for 20 Century Family Farm Awards
- Provided access to 29,142 archival records
- Prepared 50,831 digital reproductions and 3,852 analog reproductions of archival documents for research clients.
- Gave 8 tours and presentations to academics, students, history and genealogical groups

The Provincial Archives processed for research use:

- 91 linear metres of textual records
- 4 maps, plans and drawings
- 174,402 photographs, posters, documentary art and other graphic materials
- 315 audio/visual items and 2 audio CDs
- 902 digital files (54 optical discs)

An additional 1,453 discrete items were processed during the year, including textual records, published items, sound recordings, analog and digital moving images, analog and digital photographs, local histories and family histories.

60-004-09. Sportswriter Jack Parry of Gary, Indiana, tangles with northern pike at Wapata Lake (July 1960) while tourist officer Red Wilkinson looks on.





- After many years of exploring options, following an Order in Council in November 2018, the Provincial Archives announced the consolidation of its five office and records storage facilities in Regina. A single location will accommodate the Permanent Collection, improve operational efficiencies and client services, as well as provide secure, environmentally-controlled and sustainable storage for the historical records in our custody.
- In February 2019, the Archives announced its new location at the CBC Building in Regina's Wascana Park. Over the course of 2019-20, the Archives will be physically moving records and services to the site.
- An internal Consolidation Steering Committee was established in December 2018 to guide the consolidation process. Staff developed a move plan and began record inventories and move preparations at the Archives' Saskatoon and Hillsdale locations. Planning meetings were held with the Ministry of Central Services and CBC, and operational requirements were identified for the new site.
- Full reference services, five days per week will be available to the public by August 2019 at the Hillsdale office until the new location is ready.
- A major initiative continued to renew archival management software to support the Archives' functional operations and to improve online service delivery.
- A Risk Management Plan for the Archives was approved by the Board in October 2018.
- A hardware upgrade increased tape backup capacity to 384 terabytes.

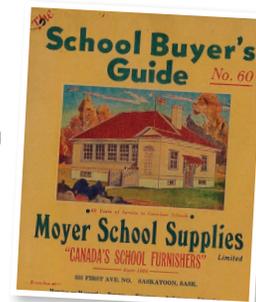
Above: 83-0085-13. April 1983 Silver Broom curling championship at the Agridome in Regina, Saskatchewan.



ADDITIONS TO THE PERMANENT COLLECTION

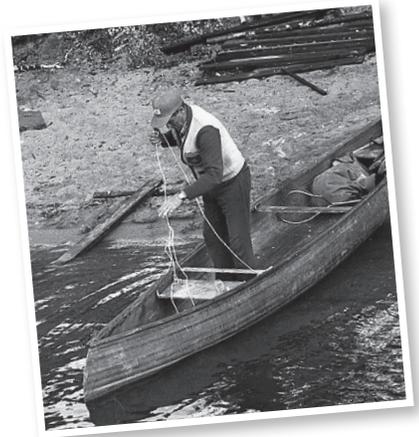
The following is a sample of the many records from both the private and public sectors added to the Archives' Permanent Collection in 2018-19.

- Records of **ROYAL PARK SCHOOL DISTRICT** (1914 to 1959) including minute books, general correspondence and daily registers as well as a *Circular Relative to Textbooks for Elementary and High Schools, 1953*.
- Blueprints of twenty-eight Regina public schools and one public school board office dating from the early 1900s to 2000 were acquired from **REGINA SCHOOL DIVISION NO. 4**.
- The records of **ELEANOR MARGARET RODGERS** consisting of a scrapbook compiled while serving as a nursing intern at the Regina General Hospital from 1942 to 1945. Rodgers was a registered nurse at the hospital between 1945 and 1950.
- Records of the **CANADIAN RED CROSS, SASKATCHEWAN DIVISION**, received from the Canadian Red Cross National Office in Ottawa, Ontario, including annual reports, Saskatoon Branch executive meeting minutes, Saskatoon Junior Red Cross enrollment records, magazine subscriptions and other miscellaneous records from 1917 to 2010.
- Records of the **MINISTRY OF CENTRAL SERVICES, ACCOMMODATIONS AND REAL ESTATE DIVISION** (1976 to 2006) containing facility assessment records from a buildings throughout the province, including SIAST (Regina, Moose Jaw, Saskatoon), Echo Valley Centre, health and regional care centres (including the Provincial Lab), Government House, Saskatchewan Transportation Corporation (STC), the Phoenix Building (Saskatoon), the Regina Provincial Court House, and the La Ronge Judicial Centre.
- Records of the **MINISTRY OF PARKS, CULTURE AND SPORT** including lists of Saskatchewan soldiers and pilots killed during the Second World War used for the development of the Geographic Naming Program. Records also include reports from the Regina Rifle Regiment, the Saskatoon Light Infantry and Veterans Affairs Canada.



Above: R-A15554. Kerrobert Bloomers Women's Baseball Team, 1917;
Accession 2019-20: Cover of Moyer Catalogue No. 60, 1942,
Royal Park School District No. 3371 fonds.

- Records from Saskatoon based filmmakers acquired from **PLAN9FILMS**, consisting of raw footage and master full-production footage for the company's major television series productions, including:
 - "The Neighbors Dog" a City TV series that featured Canadian musicians performing in house concert settings, with behind the scenes studio and interview footage, as well as archival clips about the artists. Artists featured include 54-50, Cowboy Junkies, Hannah Georgas and The Sheepdogs.
 - "Middle of Somewhere" hosted by writer Sean Virgo, featured his encounters with Saskatchewan people and their environments. Common themes include emigration/immigration; outstanding individuals; the interdependence of earth, sky and water; extinction and recovery; and connections made between people, places and ideas.
- An accrual to the records of **DENNIS GRUENDING** created in the course of his career in journalism, radio broadcasting, federal politics and writing. Records include material relating to Gruending's candidacy for the Federal riding of Rosetown-Biggar and his books *Middle of Nowhere: Rediscovering Saskatchewan*, a collection of non-fiction writing about Saskatchewan, and *Great Canadian Speeches*.
- Audio recordings of a **CKRM (REGINA)** broadcast: "Return of the S.S.R. [South Saskatchewan Regiment]". These records consist of 10 recordings of a broadcast from November 24 and 25, 1945 on the return of South Saskatchewan Regiment soldiers from overseas to Weyburn at the end of the Second World War.
- Records of **MICHEL CAILLOL**, who moved with his wife to Saskatchewan from France in 1966 to teach at the University of Saskatchewan, remaining in the province until 1979. Photographic records document experiences in northern Saskatchewan, in particular to Besnard Lake. The records include close to 500 digital photographs, as well as a video recording of a Pow Wow in Duck Lake in 1967.
- Records of **SASKWATER CORPORATION, PRESIDENT'S OFFICE** (2002 to 2007) including correspondence relating to irrigation, ministerial correspondence, Crown and central agency committees, focus group files and the Drinking Water Quality Report concerning the state of municipal drinking water infrastructure.
- Architectural drawings and records of **ADA LOU WATSON** relating to her career and building projects in the Regina Beach area. Also included are a 1943 Saskatchewan Association of Architects handbook, records relating to Watson's 1950 class reunion at the University of Manitoba, articles, photographs and news clippings.



Top-Bottom: Accession 2018-103: Image 13, John Hastings, Besnard Lake, SK, Michel Caillof fonds; Accession 2018-107: Image 7511 and Drawing, Library and Club Rooms, Regina Beach, SK, 1957, Ada Lou Watson fonds.

Volume of digital acquisitions:
974.27 GB (private records:
897.1 GB; public records: 77.2 GB)

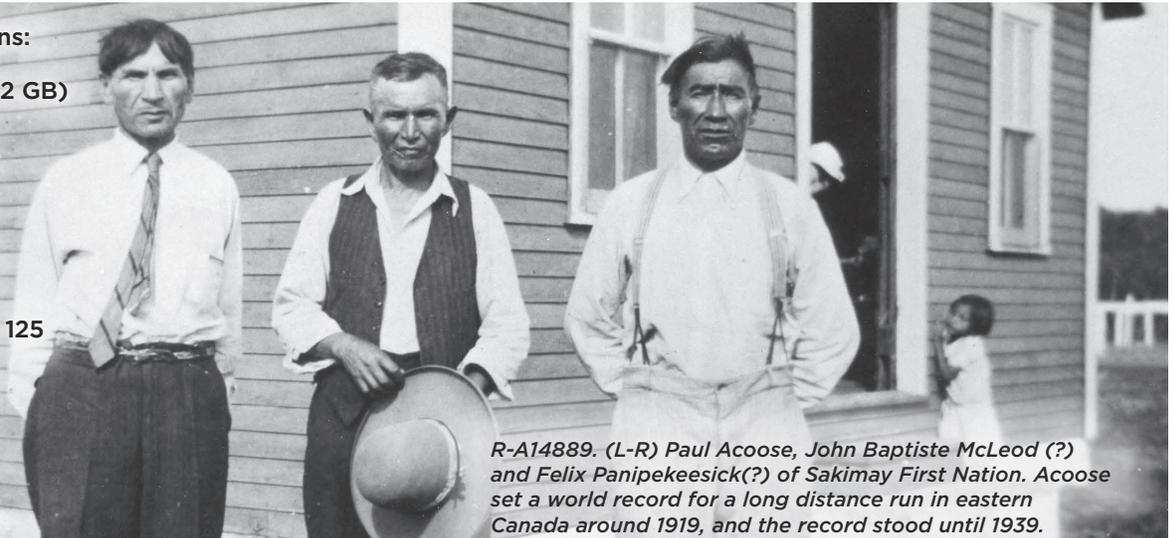
Volume of private records
transferred for permanent
preservation: 180 metres

Number of contacts with
private donors: 191

Number of private records
donations: 212

Number of access requests: 125

Number of non-disclosure
agreements signed: 21



R-A14889. (L-R) Paul Acoose, John Baptiste McLeod (?) and Felix Panipekeesick(?) of Sakimay First Nation. Acoose set a world record for a long distance run in eastern Canada around 1919, and the record stood until 1939.



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

Above: R-B1615. Prince Albert Tumblers Ladies Hockey Team, 1907.



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, 2019, and the statement of operations, statement of remeasurement gains and losses, statement of change in net financial assets and statement of cash flow 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, 2019, and the results of its operations, its remeasurement gains and losses, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to



provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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

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

Regina, Saskatchewan
June 21, 2019

Judy Ferguson, FCPA, FCA
Provincial Auditor
Office of the Provincial Auditor



STATEMENT OF FINANCIAL POSITION

STATEMENT 1

As at March 31

	2019	2018
Financial assets:		
Due from University of Saskatchewan (Note 3)	\$ 1,600,138	\$ 764,765
Due from General Revenue Fund (Note 4)	312,269	372,166
Investments (Notes 2, 5, 10)	74,407	73,468
Accounts receivable	21,507	23,303
	<u>2,008,321</u>	<u>1,233,702</u>
Liabilities:		
Accounts payable and accrued liabilities	85,021	56,665
Deferred revenue	32,987	-
Accrued vacation pay	57,593	44,595
Accrued salaries & benefits	212,612	214,490
	<u>388,213</u>	<u>315,750</u>
Net financial assets (Statement 4)	<u>1,620,108</u>	<u>917,952</u>
Non-financial assets		
Tangible capital assets (Note 6)	408,786	346,441
Prepaid expenses	3,185	6,211
	<u>411,971</u>	<u>352,652</u>
Accumulated Surplus	<u>\$ 2,032,079</u>	<u>\$ 1,270,604</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	2,023,680	1,263,145
Accumulated remeasurement gains	8,399	7,459
Total Accumulated Surplus	<u>\$ 2,032,079</u>	<u>\$ 1,270,604</u>
Contractual Rights (Note 7)		

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS

STATEMENT 2

For the Year Ended March 31

	Budget 2019	Actual 2019	Actual 2018
	(Note 12)		
Revenue:			
Grants - General Revenue Fund	\$ 4,363,000	\$ 4,363,000	\$ 4,363,000
Government of Canada	14,000	15,800	12,266
Other Grants	12,000	762,000	9,200
	<u>4,389,000</u>	<u>5,140,800</u>	<u>4,384,466</u>
Reference Services	54,000	32,149	29,505
Preservation Services Revenue	12,000	11,750	12,560
Saskatchewan History magazine sales	-	184	1,714
Investment Income	3,000	2,776	16,222
Contract Revenue	38,203	38,278	36,971
Other Services	165,000	199,118	240,733
Miscellaneous	12,000	11,488	12,136
	<u>4,673,203</u>	<u>5,436,543</u>	<u>4,734,307</u>
Expense:			
Salaries and Benefits	3,105,830	3,115,959	3,164,075
Accommodation	1,144,669	1,141,649	1,101,889
General Operating	354,704	351,556	323,905
Amortization of tangible capital assets	68,000	66,844	69,407
	<u>4,673,203</u>	<u>4,676,008</u>	<u>4,659,276</u>
Surplus for the year	<u>\$ -</u>	760,535	75,031
Accumulated surplus from operations, beginning of year		<u>1,263,145</u>	<u>1,188,114</u>
Accumulated surplus from operations, end of year		<u>\$ 2,023,680</u>	<u>\$ 1,263,145</u>

(See accompanying notes to the financial statements)



STATEMENT OF REMEASUREMENT GAINS AND LOSSES

STATEMENT 3

For the Year Ended March 31

	2019	2018
Accumulated Remeasurement Gains, Beginning of Year	\$ 7,459	\$ 18,046
Unrealized gain attributable to:		
Investment in pooled funds	940	1,413
Amounts reclassified to statement of operations:		
(Gain) on sale of investment in pooled funds	-	(12,000)
Net remeasurement gain (loss)	940	(10,587)
Accumulated Remeasurement Gains, End of Year	\$ 8,399	\$ 7,459

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

STATEMENT 4

For the Year Ended March 31

	Budget 2019	Actual 2019	Actual 2018
	(Note 12)		
Surplus for the year	\$ -	\$ 760,535	\$ 75,031
Acquisition of tangible capital assets	(182,322)	(129,189)	(141,953)
Amortization of tangible capital assets	68,000	66,844	69,407
Loss on disposal of tangible capital assets	-	-	139
	(114,322)	(62,345)	(72,407)
Changes in prepaid expense	-	3,026	5,740
Net remeasurement gain (loss)	-	940	(10,587)
Increase (decrease) in net financial assets	(114,322)	702,156	(2,223)
Net financial assets, beginning of year	917,952	917,952	920,175
Net financial assets, end of year	\$ 803,630	\$ 1,620,108	\$ 917,952

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW

STATEMENT 5

For the Year Ended March 31

	<u>2019</u>	<u>2018</u>
Operating transactions		
Surplus for the year	\$ 760,535	\$ 75,031
Items not affecting cash:		
Amortization of tangible capital assets	\$ 66,844	69,407
Loss on disposal of tangible capital assets	\$ -	139
(Gain) loss on sale of investments in pooled funds	\$ -	(12,000)
Change in non-cash balances relating to operations:		
Accounts receivable	\$ 1,796	(7,456)
Prepaid expenses	\$ 3,026	5,740
Accounts payable and accrued liabilities	\$ 28,356	(44,246)
Accrued vacation pay	\$ 12,998	(3,070)
Accrued salary and benefits	\$ (1,877)	21,513
Deferred revenue	\$ 32,987	(1,919)
Cash provided by operating transactions	\$ 904,665	103,139
Capital transactions		
Acquisition of tangible capital assets	\$ (129,189)	\$ (141,953)
Cash used in capital transactions	\$ (129,189)	\$ (141,953)
Investing transactions		
Redemption/disposal of pooled funds	\$ -	\$ 12,000
Cash from investing transactions	\$ -	\$ 12,000
Net increase (decrease) in cash	\$ 775,476	\$ (26,814)
Cash, beginning of year	\$ 1,136,931	\$ 1,163,745
Cash, end of year	<u>\$ 1,912,407</u>	<u>\$ 1,136,931</u>
Cash includes the following:		
Due from University of Saskatchewan	\$ 1,600,138	\$ 764,765
Due from General Revenue Fund	\$ 312,269	\$ 372,166
	<u>\$ 1,912,407</u>	<u>\$ 1,136,931</u>

(See accompanying notes to the financial statements)



NOTES TO THE FINANCIAL STATEMENTS

March 31, 2019

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, 2019. 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, investments, 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.

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.

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

	2018-19				2017-18	
	Office Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Computer Hardware and Software - Work in Process (\$)	Lease Hold Improvements (\$)	Total (\$)	Total (\$)
Opening cost	625,908	572,554	101,548	61,226	1,361,236	1,247,316
Additions during the year	1,061	26,580	101,548	-	129,189	143,790
Adjustments during the year	-	-	-	-	-	(1,837)
Disposals during the year	(90,274)	(85,854)	-	-	(176,128)	(28,033)
Closing cost	536,695	513,280	203,096	61,226	1,314,297	1,361,236
Opening accumulated amortization	519,010	436,037	-	59,748	1,014,795	973,282
Annual amortization cost	12,833	52,772	-	1,239	66,844	69,407
Amortization related to disposals	(90,274)	(85,854)	-	-	(176,128)	(27,894)
Closing accumulated amortization	441,569	402,955	-	60,987	905,511	1,014,795
Net book value of tangible capital assets	95,126	110,325	203,096	239	408,786	346,441

7. Contractual Rights

PS 3380 Contractual Rights

For the Year Ended March 31, 2019

Contractual Right With:	Description of Contractual Right	2019-20 (\$)*	2020-21 (\$)*	2021-22 (\$)*	2022-23 (\$)*	March 31, 2019 Total (\$)*
United Church of Canada - Saskatchewan Conference	Shared employee salary and benefit expenses + administrative fee. Agreement term: April 1, 2018 to March 31, 2023	38,585	38,971	39,361	39,754	156,671

*Estimate

8. 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 \$4,564,433 (2018 - \$4,500,378) of which \$6,155 (2018 - \$8,055) was outstanding at March 31, 2019. Included in expense is related party transactions of \$1,038,951 (2018 - \$1,725,698) of which \$158,451 (2018 - \$150,745) was payable at March 31, 2019. 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.



9. 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 \$203,134 (2018 - \$203,417).

10. 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:

	2019	2018
Canadian Equities	15%	17%
Global Equities	35%	36%
Real Estate	14%	12%
Fixed Income	23%	25%
Managed Futures	12%	10%

For the year ended March 31, 2019, the Long-term Investment Pooled Fund distributed \$2,776 (2018 - \$4,222) of investment income to the Archives. For the year ended March 31, 2019, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized gain of \$940 (2018 - unrealized gain of \$1,413).

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 2019 or 2018.

11. 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.

12. Budget

These amounts are included in the annual budget approved by the Board of Directors of the Provincial Archives of Saskatchewan.

PARTNERSHIPS

The Provincial Archives thanks the many people and organizations that assist us in achieving our goals and mandate, in particular, the following:

- 118 private donors representing both individuals and organizations
- Archives and Special Collections, University of Regina
- Association jeunesse fransaskoise
- Association of Canadian Archivists
- Canadian Council of Archives
- City of Saskatoon Archives
- Council of the Provincial and Territorial Archivists
- Federal/Provincial/Territorial Records Council
- Friends of the Provincial Archives of Saskatchewan
- Government of Canada, Canadian Heritage
- Government House
- Heritage Saskatchewan
- La Cité, University of Regina
- Legislative Assembly Service
- Legislative Library
- Library and Archives Canada
- MacKenzie Art Gallery
- Ministry of Central Services, Government of Saskatchewan

- Ministry of Justice, Government of Saskatchewan
- Ministry of Parks, Culture and Sport, Government of Saskatchewan
- Moose Jaw Heritage Festival
- Office of the Information and Privacy Commissioner
- Provincial Capital Commission
- Public Service Commission
- Radio-Canada Manitoba-Saskatchewan
- Royal United Services Institute (Regina)
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance

- Saskatchewan Weekly Newspaper Association
- Saskatoon Area Archivists Group
- Saskatoon StarPhoenix
- School of Journalism, University of Regina
- Société historique de la Saskatchewan
- Tobacco Litigation Office, Ministry of Health, Government of Saskatchewan
- United Church of Canada, Saskatchewan Conference
- University Archives and Special Collections, University of Saskatchewan
- Waterford Museum of Treasures, Waterford, Ireland

*Above: R-B5170.
Three small children
play hockey on an
outdoor rink in 1962;
back cover: 80-993-37.
Canoeing at Moose
Mountain Provincial
Park in July 1980.*



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

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

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saskarchives.com

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