

PROVINCIAL ARCHIVES OF SASKATCHEWAN

Preserving Saskatchewan's Documentary Heritage

2019-20
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 photographers and photography in Saskatchewan. For decades and over generations, the many stories of this province have been captured through the photographer's lens, whether professionally, by amateur enthusiasts or by families. Archival photographs provide glimpses into the character of individuals, the impact of events, the nature of places and the importance of milestones. Over time, these images become the visual remembrance of our province's documentary history.



Letters of Transmittal



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

His Honour the Honourable Russ Mirasty, S.O.M., M.S.M.,
Lieutenant Governor of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Provincial Archives of
Saskatchewan for the fiscal year ending March 31, 2020.

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, 2019 to March 31, 2020.

Respectfully submitted,

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

Cover: S-MN-B1664. Elevators from across a field, Spring 1966. Photo by T. R. Melville-Ness. Left: S-B4270. Chief Peepeeche of the Little Bone Indian Reserve near Yorkton, 1915. Photographer unknown. Source: H. M. Jackson. Above: R-A2027. Visit of the Prince of Wales to Regina, 1919. Photo by W.G.B. Kilroe, Regina.



Message from the Board Chair



One of the mandates of the Provincial Archives as defined in *The Archives and Public Records Management Act*, is to acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records.

The Provincial Archives is facilitating more access to its records by launching its new online catalogue this past year. The online catalogue increases the access of historical documents to people looking for personal records or doing academic research. Anyone from around the world can search over 900,000 descriptions of records from the Permanent Collection of the Provincial Archives. The catalogue also provides online access to more than 300,000 digitized original archival records, primarily photographs and textual records. Content will be added as more records are processed and digital projects are completed.

The types of public and private records that the Provincial Archives collects and preserves are impressive. Collections of court records, documentary art, education and school records, family history sources, French resources, government records, land records, Indigenous sources, maps, municipal records, newspapers, photographs, political and ministerial records and recorded sound, are important because of the historical and cultural documentation. Having this diverse historical documentation is essential for understanding one's history in moving forward.

Facilitating more access to records is also being accomplished by improving service delivery. Consolidating five sites into one location will enable staff to more effectively provide services from a single office and archival storage facility. The new centralized location also enables projects that may have been difficult to develop and deliver in the past with staff located at multiple sites.

I am excited about the new opportunities that the Provincial Archives can work on with having a centralized location and an improved online catalogue as part of its mandate to facilitate access to records.

At the time of writing my message for our Annual Report, all of us are dealing with changes and stresses in our lives, both at work and at home, due to COVID-19. I want to acknowledge how staff at the Provincial Archives has had to adapt to the way they work to deliver services, ensure the security of archival storage and work on consolidating the five sites. I commend them for their commitment to their continued work under these exceptional circumstances.

Louise Greenberg

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

Above: R-D1062-1.
Lumberman of
Prince Albert Lumber
Company Camp
No. 5 loading logs
on a sled in the forest,
19--. Photo by
William J. James.



Message from the Provincial Archivist



I am pleased to present our annual report for 2019-20. Looking back on activities over the past year, effective service delivery continues to be at the heart of what we do. The large-scale project to consolidate offices and archival storage, led by the Ministry of Central Services, progressed in terms of moving records from our closed Saskatoon office in August 2019; planning for five additional site moves in Regina and the start of renovations to our new 2440 Broad Street location in Wascana Park in Regina. The Provincial Archives expects to open its new public reading room in July 2020.

Public service hours for research at our current Hillsdale Street location expanded to five days per week, effective August 2019, enabling increased access to in-person use of the Permanent Collection. In that month, we also announced the availability of a substantial portion of Second World War Saskatchewan newspapers online. The extensive project to transfer our existing archival catalogue to new software concluded with the release of our Access to Memory catalogue online in January 2020, improving search results and the discoverability of archival sources for in-person and distance research.

In the records management field, the Archives continued to offer advisory services and support to government institutions in the development of records retention and disposal schedules and records and information management policies. The appraisal, acquisition and disposal of records supported government accountability and our custodial role in preserving the public record of Saskatchewan. The biggest challenge remains the effective management of electronic records; the Archives maintains its active role in standards development through participation on committees, offering training services and organizing stakeholder forums.

Over the early months of 2020, the Board of Directors and staff at the Archives began work on the development of a new three-year strategic plan, focused on expanding public understanding of our institution through expanded outreach and communication; increasing the capacity of our programs and services; and investing in people-resources. The opportunities afforded by our new location promise to anchor the new plan as we renew our commitment to acquire, preserve and make available the rich and diverse documentary heritage of this province.

The reporting year ended with the extreme challenges of the COVID-19 response. In-person public access to our reading room was suspended effective March 18, 2020, while online and telephone enquiries continued for public and government clients. Due to the nature of the work performed and required technology, staff remained at the office and record sites, with public health protocols in place. The pandemic has brought stressful and uncertain times to home and work environments, and I offer my sincere thanks to all staff for their amazing response to the continued delivery of services.

Linda B. McIntyre

Linda B. McIntyre
Provincial Archivist

*Above: S-B1128.
Ruth Dalman and
G-CACA, a J-1 Standard
airplane owned by
E.A. Alton and A.O.
Lepine at Marcelin, 1926.
Photographer unknown.*



About the Archives

The Archives collects public records of historical 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, Indigenous history, past eras, business and social organizations, land settlement, local history, geographic places, cultural development, 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 records and information management, policy standards and the development of sound 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: R-C4513. Three Indigenous children in ceremonial attire at rural wedding, ca. 1951. Photo by Axel Petersen.

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 seven members:

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

The Provincial Archivist serves as Secretary to the board.

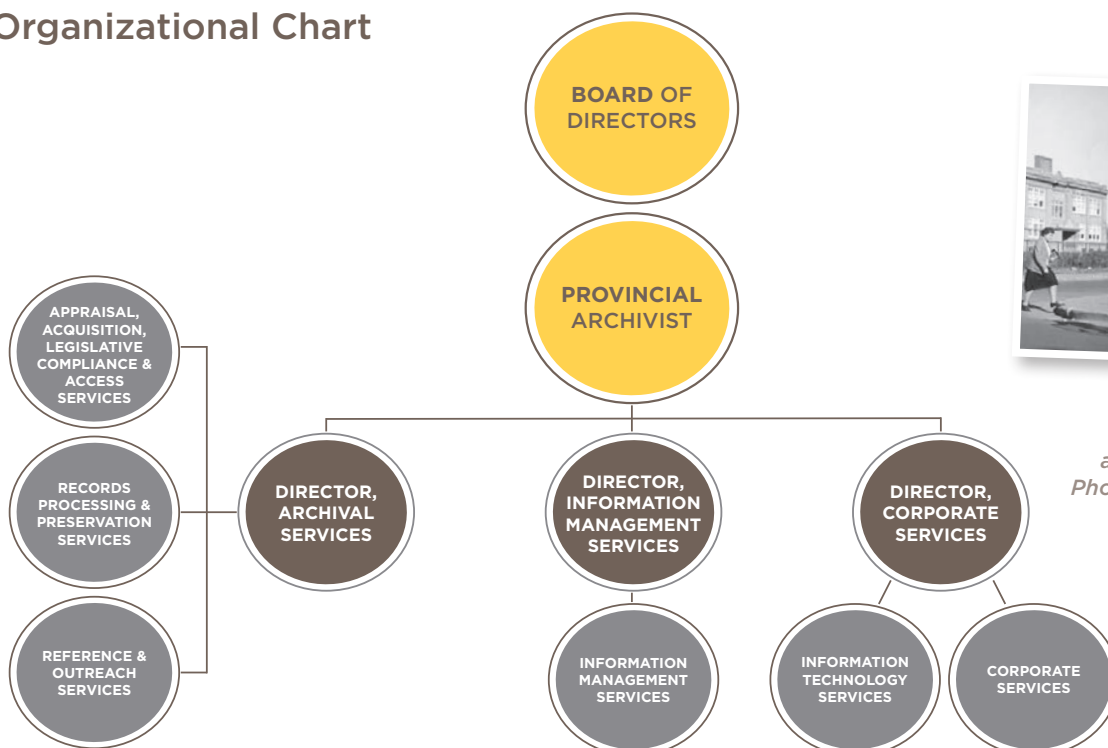
Thank You to Staff of the Provincial Archives of Saskatchewan

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 2019-20. In particular, thanks is due for the outstanding commitment to planning and preparing for five site moves, involving tens of thousands of boxes of historical records. The expertise and practical approaches of staff have contributed greatly to the success of the consolidation project to date. Above all, we thank staff for their response to the COVID-19 pandemic; in a period of much uncertainty, personal perseverance and commitment continue to meet the challenges of each day.

Long Service Recognition

The Provincial Archives of Saskatchewan congratulates Susan Longeau in recognition of her 25 years of service and Catherine Holmes in recognition of her 20 years of service with the Saskatchewan public service.

Organizational Chart



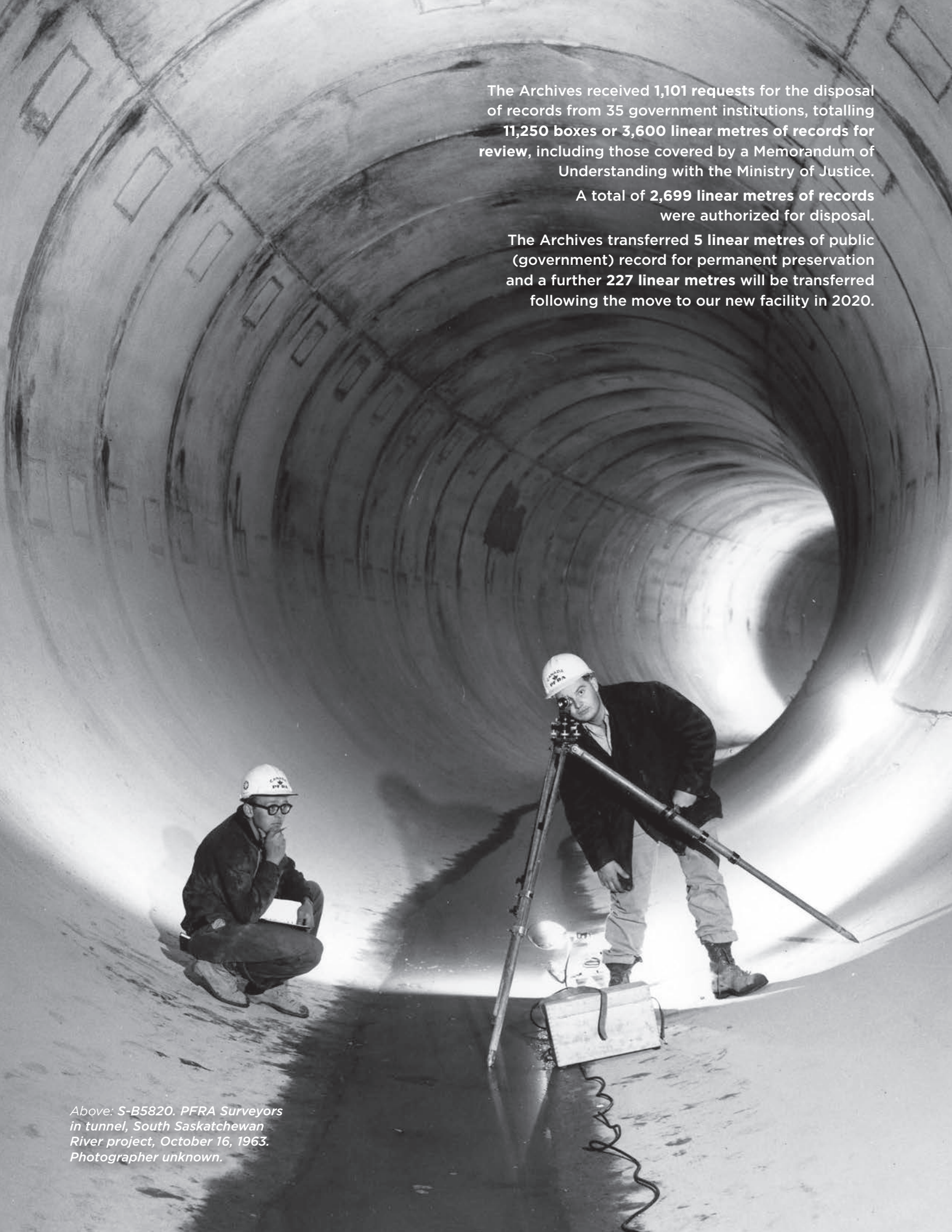
Above: S-MN-B1714.
Man on penny farthing
and boy on a bicycle, 19?.
Photo by T. R. Melville-Ness.



Serving Government

- The Public Records Committee approved two records schedules, for SaskEnergy and for the Ministry of Labour Relations and Workplace Safety, as well as approving an amendment to ARMS2014.
- The Archives continued to coordinate the development of institution-wide record schedules for 25 government institutions. An Order in Council to finalize Provincial Court and Court of Queen's Bench record schedules has been drafted and will go forward in 2020-21.
- The Archives gave a presentation on the disposal of records at the Information Sharing Conference held in Regina from May 15-16, 2019.
- A well-attended Records and Information Management (RIM) Stakeholders Group meeting held in October 2019, discussed topics related to records schedule development. The Stakeholders Group includes 84 members representing 34 government organizations.
- The Archives continued to report to the Deputy Ministers' Council on progress in RIM activities in government as part of the Archives' RIM Roadmap accepted by the Council in 2018.
- The Archives revised its *Transfer of Custody Guidelines* to assist government institutions when undergoing reorganization. Advice was also provided concerning the management of backup tapes.
- The Archives completed its review of SaskPower's RIM policies as part of their activities toward achieving accreditation, having established an effective RIM program and record schedule 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 503 government employees completed training in 2019-20.
- Work is ongoing for online training modules addressing records schedule development, ARMS2014 and the disposal of records.

Above: 58-721-02. Grasshopper Control Conference, Museum of Natural History, Regina. Minister of Agriculture I.C. Nolle discussing grasshoppers with Saskatchewan farmers, March 1959. Photo by S. Biram, Photographic Services Agency.



The Archives received 1,101 requests for the disposal of records from 35 government institutions, totalling 11,250 boxes or 3,600 linear metres of records for review, including those covered by a Memorandum of Understanding with the Ministry of Justice.

A total of 2,699 linear metres of records were authorized for disposal.

The Archives transferred 5 linear metres of public (government) record for permanent preservation and a further 227 linear metres will be transferred following the move to our new facility in 2020.

Above: S-B5820. PFRA Surveyors in tunnel, South Saskatchewan River project, October 16, 1963. Photographer unknown.



Building Opportunities*

- The Archives partnered with the Cree Literacy Network to copy Cree language newsletters from the Robert A. Logan fonds. These are extremely rare examples of original Cree language material written directly in Cree. They are being used to create an online Cree – English dictionary.
- Friends of the Provincial Archives of Saskatchewan continued to support archival events, identify additional information on photographs through the Historical Photographs Project and participate actively by email communication. The group has over 400 active and associate members.
- Archives staff participated with the Saskatchewan Council of Archives and Archivists to deliver Archives Week events in Regina and Saskatoon.
- The Archives also set up displays at the Moose Jaw Heritage Festival, the Regina Exhibition, the Festival of Words in Moose Jaw and at the Heritage Festival of Saskatoon.
- Tours were held for five Saskatoon Tribal Council classes ranging from Grades 3 to 10.
- Audio-visual material from the Canadian Broadcasting Corporation and from the Radio-Canada fonds was repatriated to those organizations.
- The Archives continued to partner with the Société historique de la Saskatchewan to examine ways to deliver French-language archival services to the public.
- The Archives also continued its partnership agreement for cost sharing a full-time archivist position with the United Church of Canada, Saskatchewan Conference.
- A federal grant from the National Heritage Digitization Strategy Program resulted in the digitization of approximately 400 Indigenous and Métis oral history interviews.

See our Partnerships List on page 27.

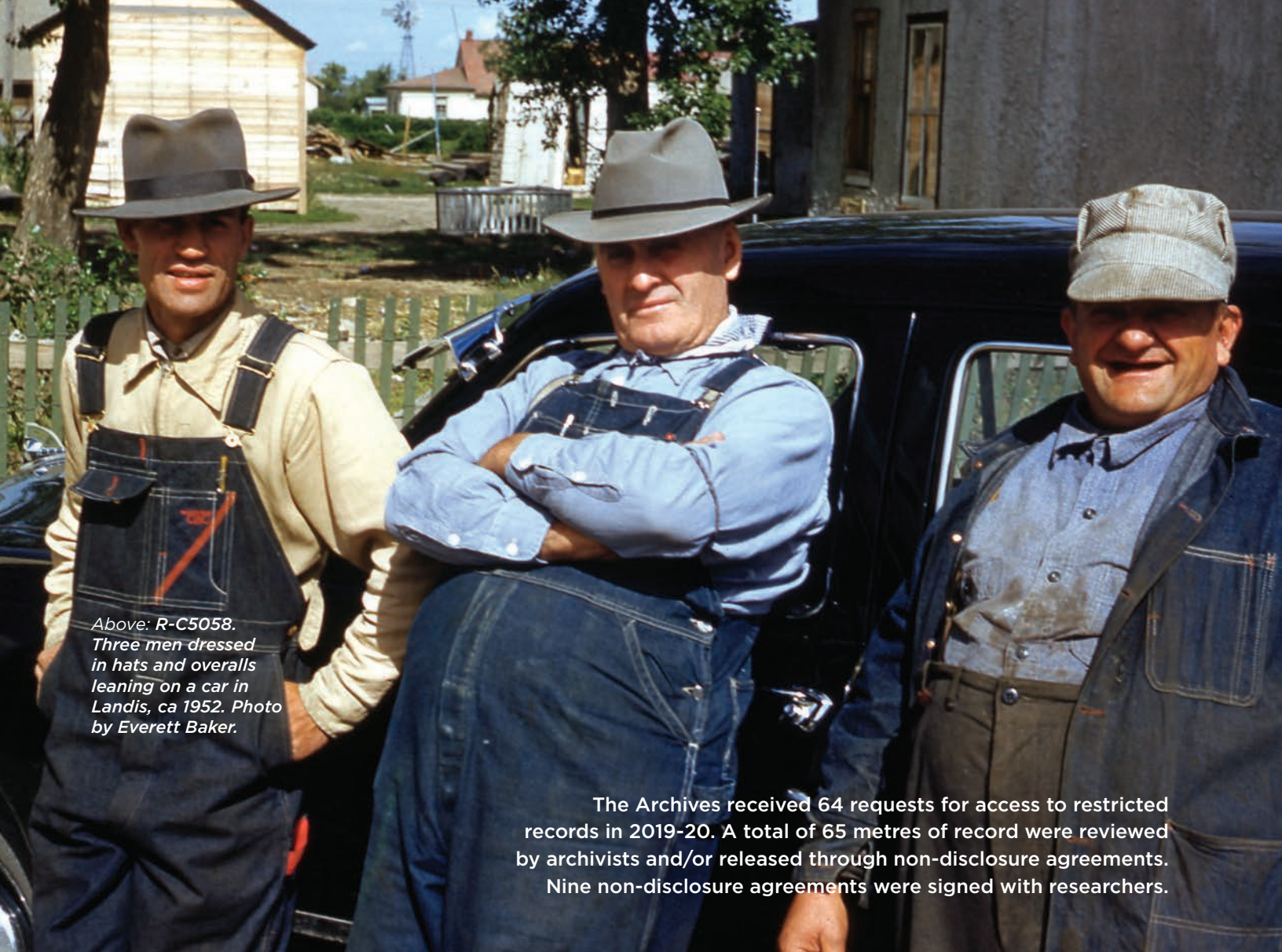
**Outreach activities such as tours, presentations, events, exhibits, and partnerships were limited in 2019-20 due to consolidation planning and preparations.*



Service Delivery

- A significant achievement during the year was the expansion of public reference services to five days per week in August 2019.
- Payment options for in-person patrons were broadened with the introduction of a point of sale payment terminal in the reading room.
- Major procedure revisions were undertaken over the past year to streamline the delivery of Reference and Outreach Services.
- Cleanup began of the image bank to enhance content in the new online catalogue.
- Approximately 120 microfilm reels of newspapers including the *Maple Creek News*, *Maple Creek Ranching News*, *Maple Creek Signal* and *Achimoowin* papers were digitized, consisting of 106,000 images.
- In addition, the digitization of paper newspapers took place with our digital overhead camera, adding 18,675 digital images to Saskatchewan Historical Newspapers Online. Other digitization projects included the photo collection, poster collection, panoramic photographs and fire insurance plans.
- There was a significant public and media response to the Archives' news release in late August announcing the availability of 1939-43 Second World War newspapers online.

*Left: 2009-702-folder7. "Women in wartime" near Renown, Saskatchewan, August 23, 1943. Photo by Everett Baker.
Right: R-B4971-2. Photographer Allan Hill with the Department of Industry and Information – Photo Services Branch, on an assignment in Prince Albert, 1960. Photo by Photographic Services Agency.*



Above: R-C5058.
Three men dressed
in hats and overalls
leaning on a car in
Landis, ca 1952. Photo
by Everett Baker.

The Archives received 64 requests for access to restricted records in 2019-20. A total of 65 metres of record were reviewed by archivists and/or released through non-disclosure agreements. Nine non-disclosure agreements were signed with researchers.

- The following archival funds, collections and accruals were processed and made accessible for research during the reporting year:
 - Photographic Services Still Photography series (S 73)
 - HOME Maps Collection (A1393)
 - Sisters of Our Lady of the Cross fonds (F 732)
 - Everhard Hendrik Grolle Collection (R-1687)
 - James Scotland Bulloch fonds (F 54)
 - Lorne Calvert fonds (F 412)
 - Alex and Rose McCaslin fonds (F 733)
 - Orders-in-Council series (S 77)
 - Department of Highways & Transportation records
- The Larry and Dorothy Easton fonds (F 680) consisting of 13,700 digital images was prepared for monetary appraisal.
- Continuation of the digital file arrangement of the Pre-1930 Homestead series resulted in 5,204 files processed. As well, digital file arrangement of the Weyburn Court Record Project resulted in 609 files being made available for research use.
- Preservation treatments included molecular film sieving for 1,175 cans of film; audio digitization for the following collections: 46th Canadian Infantry Battalion (South Saskatchewan “The Suicide Battalion”) interviews; Recollections of Our Pioneer Past, Ku Klux Klan in Saskatchewan; film digitization and digitization of Government of Saskatchewan Photographic Services material.



60-268-02.
Miss Lee Oakenfold
poses next to an
old-fashioned well on
the Kiel farm near
Earl Grey, Saskatchewan,
July 1960. Photo by Ralph
Vawter, Photographic
Services Agency.

The Provincial Archives assisted 1,342 in-person visitors and answered 2,350 written and phone enquiries. As well, the Archives:

- Completed searches for 149 Century Family Farm Awards
- Provided research access to 17,065 archival records
- Completed 21,519 digital reproductions and 2,483 analog reproductions of archival documents for research clients
- Gave six tours and presentations to student groups and the public

The Provincial Archives processed for research use:

- 14 linear metres of textual records
- 297 maps, plans and drawings
- 28,549 photographs, posters, documentary art and other graphic materials
- 494 audio/visual items and two audio CDs
- 935 digital files

An additional 5,484 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.



Infrastructure and Facilities

- Office and record storage consolidation activities were the major priority impacting all services and programs in 2019-20. While construction was underway at 2440 Broad Street, consolidation activities included:
 - Preparation and transfer of the Saskatoon collection to Regina in August 2019.
 - Design and development of a move plan for all existing locations.
 - Physical preparation of the Permanent Collection including inventory control, wrapping, boxing and labeling at three sites.
 - Consultation on space and storage requirements at the new location.
 - Service delivery planning for the new Public Reading Room and Public Exhibitions space.
- The new location for the Archives in Wascana Park 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 care and custody.
- An extensive initiative to renew the Archives' archival management software to support internal functional operations and to improve online service delivery concluded with the launch in February 2020 of the Access to Memory (AtoM) online public catalogue. Researchers can search over 900,000 descriptions of records from the Permanent Collection while over 300,000 digitized original archival records are available for distance research use.
- A standards and procedures manual, to support the online catalogue, was developed in the Winter/Spring of 2020.
- Digital acquisition and preservation software Archivematica was also implemented during the reporting period.
- Available tape backup capacity was increased by 250 TB through new tape media.

Above: R-B883. Racing with sulkies at Regina Exhibition, 19--. Photo by Edgar C. Rossie. Top Right: Regina Princess Band, Civic Museum of Regina Collection, Accession Number 2019-147



Additions to the Permanent Collection

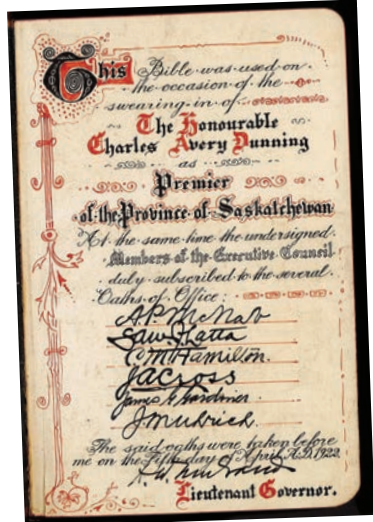
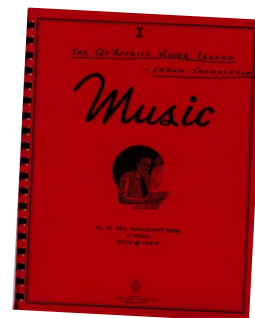
The following is a sample of the many records from both the private and public sectors added to the Archives' Permanent Collection in 2019-20:

- Records related to **HOTEL SASKATCHEWAN** and **ALFORD'S FURNITURE**, including photographs and original sketches from the extensive interior renovation to the Hotel in the 1990s. Alford's Furniture was a significant part of Regina's business landscape from 1967 to 2019.
- Material collected by **DOUG ALEXANDER** related to one of Canada's pioneer radio stations **620 CKCK RADIO**, including audio recordings, correspondence, promotional material, scrapbooks, photographs, newspaper clippings. Doug Alexander was a radio personality with the station for 38 years, before joining Cable Regina (now Access Communications).
- Accruals to the **GLOBE THEATRE** fonds including the Globe Theatre Society, stage management, production, shows, technical direction, sound design and royal visits. The records date from 1969 to 2018 and consist of textual material, photographs, moving images, sound recordings and graphic materials.
- Records of **MCCUDDEN AND GOLDIE ARCHITECTS**, including architectural drawings of projects from the original firm of E.J. McCudden Architect and its successors, McCudden and Robbins, McCudden and Goldie, McCudden Goldie and Morley Architectural Services Ltd., Pattison MGM Architectural Services Ltd., and the current firm, 1080 Architecture Planning and Interiors. Dating from the beginning of the firm in the early 1950s, the collection includes thousands of original and digital plans related to Saskatchewan commercial, educational, religious and residential buildings.
- Historical records of the **ROTARY CLUB OF REGINA**, dating from the 1920s and including attendance registers, membership rosters, meeting minutes, newsletters, correspondence and photographs. The Club was Regina's first service club, with humanitarian service as its primary mission. Its first meeting was held at the Assiniboia Club on August 24, 1917. The club is well known for the annual Rotary Christmas Carol Festival and was responsible for the creation of Rotary Park in 1937.



Renovations to the Hotel Saskatchewan, 1990s, Alford's Furniture fonds, Accession Number 2019-141.

- An extensive collection of black and white aerial photographs from the **MINISTRY OF GOVERNMENT RELATIONS, COMMUNITY PLANNING BRANCH**. These images of northern rural municipalities originated from the Department of Natural Resources. The collection also includes a number of sustainability studies.
- Records of the **PASQUA HOSPITAL AUXILIARY** consisting of minutes, newsletters, annual reports, correspondence, fundraising material, history, photographs, etc. This volunteer group, the successor to the Grey Nuns Hospital Auxiliary, was formed in the early 1980s following the transfer of ownership of the Grey Nuns Hospital in Regina to the Government of Saskatchewan.
- The **FRANK THOROLFSON** fonds containing original scores for various operas and ballets as well as sheet music. Frank Thorolfson was an esteemed Canadian educator, pianist, organist, conductor, and composer. He taught from 1955 to 1958 at the Regina Conservatory of Music, serving also as organist at Knox-Metropolitan United Church in Regina.

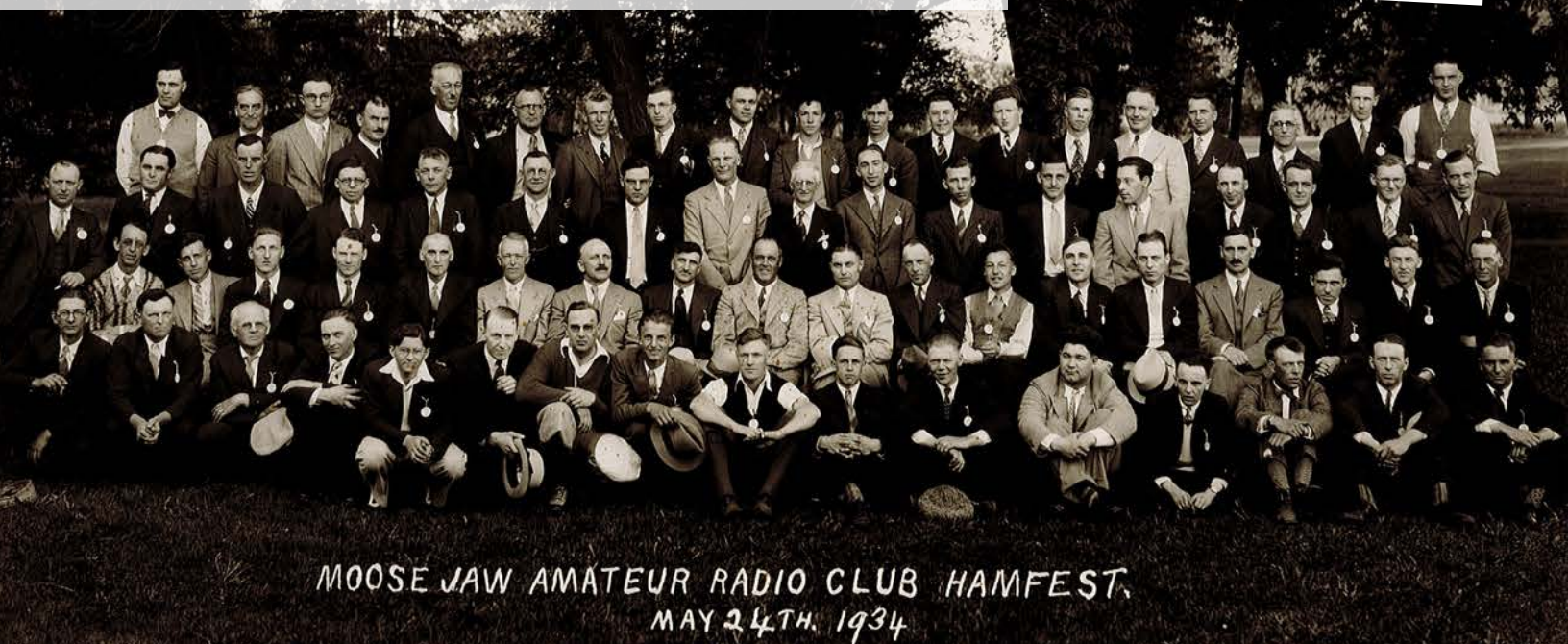


- **THE HONOURABLE CHARLES AVERY DUNNING CEREMONIAL BIBLE**, a black leather bible presented to the Honourable Charles Avery Dunning upon his swearing in as the third Premier of the Province of Saskatchewan on April 5, 1922.
- Records of the **FRED RIDDLE** fonds, including original 8mm film of life in Northern Saskatchewan from the 1960s, a field notebook and other memorabilia. Fred Riddle was a celebrated Northern Saskatchewan hunter and trapper.
- Textual material and photographs from 1888 to 2000 received from the **CIVIC MUSEUM OF REGINA**, including records relating to Saskatchewan school districts, exhibitions, local businesses, churches, societies and farming.

Top-Bottom: "Qu'Appelle River Legend", Official Opera of the 1955 Saskatchewan Golden Jubilee, Frank Thorolfson fonds, Accession Number 2019-014; Honourable Charles Avery Dunning Ceremonial Bible, April 1922, Accession Number 2019-082; Puppets, Regina Children's Theatre, c. 1950s, Civic Museum of Regina Collection, Accession Number 2019-147; Moose Jaw Amateur Radio Club Hamfest, 1934, Civic Museum of Regina Collection, Accession Number 2019-147.



Digital acquisitions: 456 GB (private records: 86 GB; public records: 370 GB)
Private records transferred for permanent preservation: 84 linear metres
Contacts with private donors: 202 contacts
Private records donations: 89 donations





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

Linda B. McIntyre
Provincial Archivist

Darren Cranfield

Darren Cranfield
Director, Corporate Services

Above: S-B6985. Twenty-first Street, Saskatoon, 1920s. Photo by B. P. Skewis, Saskatoon.



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, 2020, and the statement of operations, statement of remeasurement gains and losses, statement of change in net financial assets and statement of 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, 2020, 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 23, 2020

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



Statement of Financial Position

STATEMENT 1

As at March 31

	2020	2019
Financial assets:		
Cash on Deposit (Note 3)	\$ 1,779,496	\$ 1,600,138
Due from General Revenue Fund (Note 4)	-	312,269
Investments (Notes 2, 5, 10)	69,910	74,407
Accounts receivable	38,914	21,507
	<u>1,888,320</u>	<u>2,008,321</u>
Liabilities:		
Accounts payable and accrued liabilities	138,083	85,021
Deferred revenue	180	32,987
Accrued vacation pay	57,394	57,593
Accrued salaries and benefits	155,644	212,612
	<u>351,301</u>	<u>388,213</u>
Net financial assets (Statement 4)	<u>1,537,019</u>	<u>1,620,108</u>
Non-financial assets		
Tangible capital assets (Note 6)	449,870	408,786
Prepaid expenses	10,924	3,185
	<u>460,794</u>	<u>411,971</u>
Accumulated Surplus	<u>\$ 1,997,813</u>	<u>\$ 2,032,079</u>
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,993,911	2,023,680
Accumulated remeasurement gains	3,902	8,399
Total Accumulated Surplus	<u>\$ 1,997,813</u>	<u>\$ 2,032,079</u>
Contractual Rights (Note 7)		

(See accompanying notes to the financial statements)

Statement of Operations

STATEMENT 2

For the Year Ended March 31

	Budget 2020	Actual 2020	Actual 2019
	(Note 12)		
Revenue:			
Grants - General Revenue Fund	\$ 4,363,000	\$ 4,363,000	\$ 4,363,000
Government of Canada	8,700	8,700	15,800
Other Grants	-	-	762,000
	4,371,700	4,371,700	5,140,800
Reference Services	33,000	29,839	32,149
Preservation Services Revenue	17,500	18,120	11,750
Saskatchewan History magazine sales	-	-	184
Investment Income	3,000	2,786	2,776
Contract Revenue	38,694	39,540	38,278
Other Services	190,000	168,226	199,118
Miscellaneous	12,000	23,002	11,488
	4,665,894	4,653,213	5,436,543
Expense:			
Salaries and Benefits	3,083,232	3,023,892	3,115,959
Accommodation	1,152,932	1,165,619	1,141,649
General Operating	379,863	416,647	351,556
Amortization of tangible capital assets	85,750	76,824	66,844
	4,701,777	4,682,982	4,676,008
(Deficit) Surplus for the year	<u>\$ (35,883)</u>	(29,769)	760,535
Accumulated surplus from operations, beginning of year		2,023,680	1,263,145
Accumulated surplus from operations, end of year		<u>\$ 1,993,911</u>	<u>\$ 2,023,680</u>

(See accompanying notes to the financial statements)



Statement of Remeasurement Gains and Losses

STATEMENT 3

For the Year Ended March 31

	2020	2019
Accumulated Remeasurement Gains, Beginning of Year	\$ 8,399	\$ 7,459
Unrealized (loss) gain attributable to:		
Investment in pooled funds	(4,497)	940
Net remeasurement (loss) gain	(4,497)	940
Accumulated Remeasurement Gains, End of Year	\$ 3,902	\$ 8,399

(See accompanying notes to the financial statements)

Statement of Change in Net Financial Assets

STATEMENT 4

For the Year Ended March 31

	Budget 2020	Actual 2020	Actual 2019
	(Note 12)		
(Deficit) surplus for the year	\$ (35,883)	\$ (29,769)	\$ 760,535
Acquisition of tangible capital assets	(82,774)	(118,391)	(129,189)
Amortization of tangible capital assets	85,750	76,824	66,844
Loss on disposal of tangible capital assets	-	484	-
	2,976	(41,083)	(62,345)
Changes in prepaid expense	-	(7,740)	3,026
Net remeasurement (loss) gain	-	(4,497)	940
(Decrease) increase in net financial assets	(32,907)	(83,089)	702,156
Net financial assets, beginning of year	1,620,108	1,620,108	917,952
Net financial assets, end of year	\$ 1,587,201	\$ 1,537,019	\$ 1,620,108

(See accompanying notes to the financial statements)

Statement of Cash Flow

STATEMENT 5

For the Year Ended March 31

	2020	2019
Operating transactions		
(Deficit) surplus for the year	\$ (29,769)	\$ 760,535
Items not affecting cash:		
Amortization of tangible capital assets	76,824	66,844
Loss on disposal of tangible capital assets	484	-
Change in non-cash balances relating to operations:		
Accounts receivable	(17,407)	1,796
Prepaid expenses	(7,740)	3,026
Accounts payable and accrued liabilities	53,062	28,356
Accrued vacation pay	(199)	12,998
Accrued salary and benefits	(56,968)	(1,877)
Deferred revenue	(32,807)	32,987
Cash provided by operating transactions	(14,520)	904,665
Investing transactions		
Acquisition of tangible capital assets	(118,391)	(129,189)
Cash used in capital transactions	(118,391)	(129,189)
Net (decrease) increase in cash	(132,911)	775,476
Cash, beginning of year	1,912,407	1,136,931
Cash, end of year	<u>\$ 1,779,496</u>	<u>\$ 1,912,407</u>
Cash includes the following:		
Cash on Deposit	1,779,496	1,600,138
Due from General Revenue Fund	-	312,269
	<u>\$ 1,779,496</u>	<u>\$ 1,912,407</u>

(See accompanying notes to the financial statements)



Notes to the Financial Statements

March 31, 2020

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, 2020. 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 Cash on Deposit, Due from General Revenue Fund, investments, accounts receivable, accounts payable and accrued liabilities, deferred revenue, accrued salaries and benefits, and accrued vacation pay. Cash on Deposit 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. 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. In 2019-20 the Archives transferred its operating account from the University of Saskatchewan to a Canadian commercial bank.

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 used to promote and facilitate access to the Archives' Permanent Collection.

6. Tangible Capital Assets

	2019-20					2018-19
	Office Furniture and Equipment (\$)	Computer Hardware and Software (\$)	Computer Hardware and Software - Work in Process (\$)	Lease Hold Improvements (\$)	Total (\$)	Total (\$)
Opening cost	536,695	513,280	203,096	61,226	1,314,297	1,361,236
Additions during the year	38,221	29,396	50,774	-	118,391	129,189
Adjustments during the year	-	253,870	(253,870)	-	-	-
Disposals during the year	(13,659)	(38,715)	-	-	(52,374)	(176,128)
Closing cost	561,257	757,831	-	61,226	1,380,314	1,314,297
Opening accumulated amortization	441,570	402,955	-	60,986	905,511	1,014,795
Annual amortization cost	12,003	64,581	-	240	76,824	66,844
Amortization related to disposals	(13,175)	(38,716)	-	-	(51,891)	(176,128)
Closing accumulated amortization	440,398	428,820	-	61,226	930,444	905,511
Net book value of tangible capital assets	120,859	329,011	-	-	449,870	408,786

7. Contractual Rights

PS 3380 Contractual Rights		For the Year Ended March 31, 2020			
Contractual Right With:	Description of Contractual Right	2020-21 (\$)*	2021-22 (\$)*	2022-23 (\$)*	March 31, 2020 Total (\$)*
United Church of Canada - Saskatchewan Conference	Shared employee salary and benefit expenses + administrative fee. Agreement term: April 1, 2018 to March 31, 2023	39,646	40,439	40,839	120,924

*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 \$4,555,391 (2019 - \$4,564,433) of which \$22,090 (2019 - \$6,155) was outstanding at March 31, 2020. Included in expense is related party transactions of \$1,805,378 (2019 - \$1,038,951) of which \$204,460 (2019 - \$158,451) was payable at March 31, 2020. 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 \$199,121 (2019 - \$203,134).

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:

	2020	2019
Canadian Equities	14%	15%
Global Equities	37%	35%
Canadian Real Estate	7%	7%
Global Real Estate	6%	7%
Fixed Income	26%	23%
Managed Futures	10%	12%

For the year ended March 31, 2020, the Long-term Investment Pooled Fund distributed \$2,786 (2019 - \$2,776) of investment income to the Archives. For the year ended March 31, 2020, the Archives' investment in the Long-term Investment Pooled Fund has an unrealized loss of \$4,497 (2019 - unrealized gain of \$940).

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 2020 or 2019.

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 on April 12, 2019.

13. Subsequent Event

The COVID-19 pandemic is complex and rapidly evolving. It has caused material disruption to businesses and has resulted in an economic slowdown. The Archives continues to assess and monitor the impact of COVID-19 on its financial condition. The magnitude and duration of COVID-19 is uncertain and, accordingly, it is difficult to reliably measure the potential impact on the Archives' financial position and operations.



Partnerships

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

- 49 private donors representing both individuals and organizations
- Archives and Special Collections, University of Regina
- Association of Canadian Archivists
- Canadian Council of Archives
- City of Saskatoon Archives
- Council of Provincial and Territorial Archivists
- Federal/Provincial/Territorial Records Council
- Friends of the Provincial Archives of Saskatchewan
- Government of Canada, Canadian Heritage
- Government House, Provincial Capital Commission
- Heritage Festival of Saskatoon
- Heritage Saskatchewan
- Legislative Library
- Library and Archives Canada
- Ministry of Central Services, Government of Saskatchewan
- Ministry of Environment, 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
- Public Records Committee
- Public Service Commission, Government of Saskatchewan
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance
- Saskatchewan Weekly Newspaper Association
- Société historique de la Saskatchewan
- United Church of Canada, Saskatchewan Conference
- University Archives and Special Collections, University of Saskatchewan
- Waterford Museum of Treasures, Waterford, Ireland
- Western Development Museum, Saskatoon

Above: R-A4382. Prince Albert circus parade, ca. 1905. Photo by William J. James. Back cover: R2004-003-01. "Pitching bouquets" threshing near Kamsack, September 18, 1952. Photo by Richard "Dick" Merryweather.

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 acquired in all formats: paper, film, video, graphic materials and digital.

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



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