

# Off The Record



AAO

Archives Association of Ontario

Volume 32, Number 2

Spring 2016

ISSN 1182-0055

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## On the Cover

A lovely spring outing with John Alex and Gertie MacCuaig in a buggy led by Prince, the faithful driver: ½ broncho, ½ old Prince Erie breed. WIF13-2-031-1. MacCuaig's Driving, Grey Roots Archival Collection. Photo submitted by Karen Noble.

## About Us

The Archives Association of Ontario (AAO) was established in 1993 as a



Archives Association of Ontario

result of the amalgamation of the Ontario Association of Archivists and the Ontario Council of Archives. It is a network of archives and archivists providing programs, education, advocacy and shared knowledge, consisting of approximately 300 members.

The AAO promotes the development of a co-operative system of archives in Ontario by:

- Advocating on behalf of Ontario's archival community to the government of Ontario, local government and other provincial institutions in order to advance archival practice and promote the value of archives
- Promoting professional standards, procedures and practices among archival repositories
- Facilitating archival communication and cooperation among institutions, users and sponsors
- Providing leadership through communication and co-operation with individuals, groups and associations interested in the preservation and use of Ontario's documentary heritage

Additionally, the AAO offers a number of different services to its members. Please visit <http://aao-archivists.ca/Services> to learn more.

## Message from the Editor

by Grant Hurley

There is always a moment when I'm at the barber, or the dentist, or meeting someone new at a party, when the other person comes around to asking me about my job. It's a standard, small talk kind of question, one that everyone asks almost as a default: "What do you do?" I've come to dread the question, not because I'm embarrassed about my profession, but because I never quite know what to say. The meaning of "Archivist" is less evident to most people than "Accountant" or "Magician," though being an archivist can be both of these things sometimes. And it is more interesting sounding, I think, than "Divisional Sales Manager." But "Archivist" often produces a little moment of silence that tells me the other person doesn't know what it is. There are lots of reasons why this might be, but at that moment, it's up to me to fill in the space. I haven't come up with an explanation that seems good enough yet. The more seasoned archivists reading this must have eventually found the right response. In the meantime, I stumble through something like "I work with historical documents," or "I manage my organization's records to help them do their business," both of which are true but don't really tell the whole story. I'm working on it. At other times, I've had bolder individuals say something like "Why do we bother keeping old records anyway?" and I have to hide my deep scorn at such a question (um, because we need to know what happened in the past...) and treat it for what it is: an opportunity to get the word out. I am convinced that communicating these things well matters, even in the micro-level context

of a conversation at a party, because every such conversation is an opportunity to connect the broader purpose of what we do back to individuals in our community. Large-scale initiatives such as the recent Archives Awareness Week do a great job by connecting more people at once, particularly at the level of organizations and their holdings. But the small stuff makes a difference too: the spark that such a conversation might make creates opportunities for individuals to think about what archives might mean to them, even if they're asking about your job because they don't know what else to say.

This issue of *Off the Record* reflects on our professional activities and identities in a number of ways, including in feature articles by John Smart, Stephen Francom, and Amanda Hill. You'll also find engaging news from our community and another installment of "Food in the Archives." Enjoy!



## Message from the President

by Marissa Paron

Hello members!  
Spring signals a time of renewal, and I am very happy to introduce you to two of the AAO's newest volunteers. In February, the AAO Board of Directors appointed Jodi Aoki to the position of Secretary-Treasury, 2015-2017, after having to say goodbye to Myron Groover after his eight months' in the position. We also welcomed back Laura Hallman – formerly the 2013-2015 Secretary to the AAO Board – but this time as Chair of the Communications and Advocacy Committee

in place of Rachel-Ann Pisani. The other Board members and I are extremely grateful for the enthusiasm and dedication demonstrated by Jodi, Myron, Laura, and Rachel-Ann in contributing to the AAO, and I look forward to continuing to work with Jodi and Laura this year.

The opportunity to benefit from the knowledge and skills of my fellow AAO members is one that I welcome and value. As always, I encourage you to consider volunteering with the Association if you are not doing so already. Although the formal Board nomination process closed as of April 12th, nominations for both Directors Without Portfolio positions and the role of Vice-President/President Elect will be accepted from the floor at the Annual General Meeting (AGM) in Thunder Bay on May 12th if you missed the deadline. However, you may also wish to consider joining the Communications and Advocacy Committee, Fundraising Committee, Preservation Committee or Professional Development Committee (PDC), as all are currently recruiting!

In other committee news, volunteers planning the program and logistics for the upcoming annual conference we are delivering jointly with the Association for Manitoba Archives (AMA) this May are doing an amazing job, and I look forward to the discussions that will soon take place in Thunder Bay as a result. I am pleased to confirm that members of the Organizational History Committee will continue their work towards delivering a history of the AAO by 2018. Additionally, the Student Outreach Planning Committee struck by the Board this year will remain in place for 2016-2017 to help the Association increase its engagement with students

and new professionals in the field, and the Web and Social Media Review Committee will continue its works towards streamlining and improving the AAO's online presence. Finally, the Institutional Development Committee (IDC) will continue to build on the progress it has made towards delivering a Provincial Acquisition Strategy for Ontario. More details about all of these impressive achievements will be provided later this spring at the AGM and in the AAO's 2015-2016 Annual Report, so please stay tuned!

Although we have so many things to look forward to this season, the time has also come, sadly, to bid farewell to some of our fellow members as they leave their current positions within the AAO. Emily Chicorli completed her contract as the AAO's first Archeion Assistant on March 31st, but has left the Association with a clear roadmap for advancing Archeion as Ontario's archival information network. Amanda Hill, who has served as our wonderful Archeion Coordinator for several years, has accepted a position as Archivist at the Community Archives of Belleville and Hastings County, so will also be leaving us at the end of May. We will miss Emily and Amanda at the AAO, but I wish them both the very best in their future endeavours! Peter Houston recently concluded his time as Chair of the Preservation Committee; and after several years as Chair of the PDC, Tracey Krause will be succeeded by new committee Co-chairs Erin Walsh and Ciara Ward. I would like to thank Peter, Tracey, Erin and Ciara for all of their support to the AAO.

Before I sign off on my last contribution to OTR as AAO President, I want to express how much I have appreciated and thorough-

ly enjoyed working alongside the wonderful individuals who served as your Board of Directors during 2015-2016. Special thanks go out to Ned Struthers, who served as Past President this year to complete his three-year term on the Board; Danielle Robichaud and Grant Hurley, whose terms as Directors Without Portfolio, Web Administrator and OTR Editor, will both end in May; and to Matt Szybalski, who will be succeeded as IDC Chair by AAO Board alumnus Sarah Ferencz until then end of 2016-2017. As we prepare to welcome Dana Thorne into the role of AAO President, I want to acknowledge how greatly she supported me this year and how much I am looking forward to her leadership of the Association. All members of the Board, the AAO leadership team, AAO staff, and the AAO Office have helped to make this year truly successful. For those who are able to make it up to Thunder Bay in a few weeks, I look forward to celebrating together. See you then!



## In Memoriam: Jennifer Bunting, 1947-2016

The archival community lost a true pioneer and passionate advocate with the passing of Jennifer Bunting on March 31st, 2016. From 1991 to 1999, Jennifer worked part-time to shepherd the development of a post-appointment certificate program for the AAO at a time when there were few, if any, formal opportunities in Ontario to pursue archival education. The certificate program would eventually have dozens of graduates, many of whom remain active AAO members



Jennifer Bunting with veterans Wes Alkenbrack, Frank Streek and Howard O'Connor (l-r) inspecting the book *Remembering: Lennox and Addington Veterans of World War II and the Korean Conflict* (2001). Jennifer coordinated and edited the publication in collaboration with Stephen M. Fochuk. Photo courtesy of Jane Foster

today. Jennifer not only organized these courses, but taught several of them based on her extensive archival experience. She was equitable in her approach by ensuring that each region of the province was able to host a workshop on a periodic basis, and she also valued critical feedback which was duly incorporated into the next workshop to make the program better.

Jennifer also made a significant contribution to community and municipal archives in Ontario. From 1992 to 2008, she served as Archivist for the Lennox and Addington County Museum. She also ran a successful consulting business upon retirement. Along the way, she developed several strategic partnerships and was particularly known for her close ties to the local genealogical community and as an active member of the Lennox and Addington Historical Society. She held two Masters degrees, one in Art History from Birmingham City University and another in history from Queen's.

In 2013, Jennifer received the AAO's Alexander Fraser Award for her outstanding contributions to the archival community in Ontario. Such recognition was long overdue, yet she was very humbled: "I think the main reason I was nominated was that I used to teach and organize the training courses for the professional association, so a lot of people remember me for the 10 years or so that I did that around the province," she explained to local media after receiving the award. Those who knew her can attest that her contributions went well beyond these 10 years of service and she remained a feisty advocate for archives well into her retirement! Jennifer made a meaningful impact on the archival profession in Ontario and will be missed.

**Submitted in sadness,**

**Brian Masschaele**

(Former AAO Archives Advisor and colleague to Jennifer).



## The Early Years of the Ontario Association of Archivists

by John Smart

The Ontario Association of Archivists was part of the wave of organizational creativity in the Canadian archival community that marked the 1970s and 1980s. The OAA was founded and sustained by younger archivists who, benefitting from the govern-

ment funding made available to cultural organizations beginning in the 1960s, found jobs in archives big and small. The Association of Canadian Archivists, *Archivaria*, the MAS program at UBC, and the provincial archival councils and professional associations all date their inception from roughly this same period. Having found ourselves doing the same type of work in similar institutions, it was natural for archivists to seek each other out and to form organizations for our mutual benefit. With the OAA we wanted to create an organization in which workers in archives all over Ontario, be they from big or small institutions, would be comfortable.

The idea of creating a provincial organization of Ontario archivists began inside The Toronto Area Archivists Group in May 1978 with a motion to turn TAAG itself into a province-wide organization. (*Archivaria* was told in 1977 that TAAG had 120 members in the Toronto area "although the membership is expanding to other cities throughout the province"). The 1978 TAAG motion was taken off the table, but a group of Toronto based archivists, headed by Henri Pilon of the Trinity College Archives, independently kept the idea alive. They travelled to Ottawa in October 1978 to put the idea before a membership meeting of the newly-formed Eastern Ontario Archivists Association. EOAA records of that meeting describe the response in Ottawa as "skeptical" with the Ottawa archivists concluding that the provincial idea needed more work. The Ottawa archivists were plainly suspicious of the Toronto group and feared that any provincial organization started by TAAG would be Toronto dominated. Also, a number of Ottawa archivists were already involved in both the EOAA and the Association of Canadian Ar-

chivists and they did not want to see a new provincial organization draining off members, enthusiasm, and perhaps, grant money from these relatively new organizations to which they were already committed.

There began a not-always-stately courtship of four years' duration with TAAG as the suitor and the EOAA as the reluctant bride over the creation of what became the OAA. A revived motion to go provincial unilaterally surfaced on the agenda of a TAAG meeting set for 22 March 1979. EOAA reaction was ballistic (in archival terms) and Bill Ormsby (appointed Archivist of Ontario in 1978)

found himself somewhat ambushed when he attended an EOAA meeting in February 1979, ostensibly to talk about AO collecting practices in eastern Ontario. Instead, Ormsby had to listen to a detailed case against the TAAG initiative and was asked to convene an AO-sponsored conference on the state of archives in Ontario at which the idea of a provincial association of archivists would also be discussed. EOAA did not completely close the door, however. It offered to send representatives to the March 1979 TAAG meeting and suggested that, perhaps, EOAA and TAAG might organize some joint workshops together.

For the next three years the two organizations corresponded from time to time about

the provincial idea, with EOAA usually seeing the need for more detailed proposals from TAAG and for more meetings before a founding convention could be held. Although EOAA executive and membership meetings in 1979, 1980 and 1981 expressed some sort of support for a provincial organization, the matter was clearly not a top priority. In March 1982 Eldon Frost, President of the EOAA, sent a letter to Garron Wells and Christine Ardern of TAAG saying

that the EOAA saw a set of tasks and objectives which would take 1-2 years to accomplish before a full new OAA would be possible, and suggesting that a

founding committee of ten be formed to take the OAA proposal further.

With or without EOAA approval, Garron Wells convened a meeting of Ontario archivists attending the ACA annual meeting in Ottawa in June 1982 to pursue the provincial idea. That group decided to hold a founding convention for a new provincial archivists association at the Queen's University Archives in September 1982. (I have found no records from these meetings included in the EOAA fonds at the City of Ottawa Archives but, in a letter to the membership sent out in September 1982, the EOAA did tell its members that a provincial association had been created.) I attended the Kingston meeting and emerged as a member of the executive



Queen's University Archives, the site of several early OAA meetings. Photo courtesy of Queen's University Archives

of the new organization with Garron Wells as first President, followed by Doug Whyte, my PAC colleague, as President in 1983. We held executive meetings in Ottawa and Toronto, including a couple of meetings at The Anglican Church of Canada Archives in downtown Toronto under Terry Thompson's auspices. The OAA held an annual general meeting in Kingston in the fall of 1983, and at our annual general meeting held in conjunction with the annual meeting of the ACA at Victoria College in Toronto in the spring of 1984, a vote was actually held as to whether to continue the OAA effort. It passed only narrowly. But we did go on, with me taking over the President's job from Doug Whyte. We put out a call for volunteers for the executive and were very fortunate to attract some fine people, including Mark Walsh from the Windsor City Archives, Sandra Lowman from the Seagram Museum and Archives, Harold Averill from The University of Toronto Archives and Lutzen Riedstra and Jim Anderson from the Stratford-Perth Archives. (Jim Anderson deserves his own chapter in Ontario archival history.) In naming these individuals I am conscious of neglecting the contributions to the OAA of numerous other archivists in Ontario, including those who got The Ontario Council of Archives going after 1985.

The early OAA was not a centralized organization but a coalition of chapters. We did not sell individual memberships in OAA initially but received a \$3.00 share of each membership sold by the participating chapters. Initially, the OAA executive was a steering committee to which the chapters each sent two representatives who then allocated the various executive positions among themselves. Fairly quickly, we established

more trust and effective relationships with TAAG and the EOAA and we encouraged the creation of new chapters of the OAA in Windsor and Thunder Bay. In 1985 I undertook a trip through parts of Ontario north of Toronto to carry the OAA message to archivists in Orillia, North Bay, and Sudbury.

Our big organizational break came in 1985 when we obtained provincial funding. This was due to the efforts of Mark Walsh and our then Treasurer, Harold Averill. They knew the provincial funding scene and arranged for us to meet with a representative of the Ontario Ministry of Culture, Tourism and Recreation at an executive meeting in London in the fall of 1984. He heard us out and soon after applying we learned that we had been given a \$10,106 grant to conduct an archival needs survey in Ontario. (At that first meeting the Ministry representative told us that he was a little uncomfortable with the fact that we were a professional organization. He said that if we acted like a union the province would not be able to support us, but as we would be spending the money on the education of our members he did not see a problem.) In 1986 we received a \$13,000.00 core funding grant from the province. I was flabbergasted by the initial grant, but Mark and Harold were not surprised.

We had our first full annual conference in May 1985 at the Seagram Museum and Archives (now defunct) in Waterloo and we now had some provincial cash to spend. (I recall that at the time of that conference we placed an ad in the Kitchener-Waterloo Record thanking the Ontario Culture Minister for our grant. We spelled his name wrong in the ad, but this mattered little as the Ontario



Conservative government had just lost the 1985 provincial election and the Minister was on his way out.) Seagram was a wonderful place in which to meet, new facilities in a refurbished distillery building, beautifully run by Sandra Lowman. The conference banquet was held in Seagram's first class restaurant and we were honoured to have the distinguished historian and archivist James J. Talman in attendance. Other OAA conferences were held in London, Windsor, Ottawa, Kingston, and at the Simcoe County Archives. Average attendance at these conferences was sixty or seventy persons but sometimes larger numbers attended.

A new chapter for the OAA began in 1985 with the creation of a sister organization, The Ontario Council of Archives. The Council was set up to represent archival institutions in Ontario as opposed to individual archivists and also to administer the new funds from Ottawa being made available to Ontario archives through the Canadian Council of Archives. The OAA and The Ontario Council of Archives cooperated together on a number of joint ventures including the Archival Needs Survey in 1986-1987 and the launching of *Off The Record*. By April 1986, within a very few years of its creation, the OAA had 378 members (298 from TAAG, 64 from EOAA, and 16 from the newly formed Southwestern Ontario Archivists Association.) Those of us directly involved at the time had a sense that the OAA was becoming well-rooted in the province.

[John Smart worked for eighteen years as an archivist at Library and Archives Canada and taught for ten years in the Archives Technician Program at Algonquin College. In 1988 he was the first recipient of the Alex-

ander Fraser Award. This text forms part of a longer study of the Ontario Association of Archivists, predecessor to the Archives Association of Ontario, which he has made available to his fellow members of the AAO Organizational History Project Committee.-Ed.]



## Maps of the Talbot Tract Digitization Project

by **Stephen Francom**  
*Elgin County Archives*

The Elgin County Archives (ECA) has completed a project to digitize and publish online the Archives of Ontario's Thomas Talbot fonds, F 501. To complete this project, ECA partnered with the Archives of Ontario under the AO's Digitization Loan Program, whereby qualifying archival institutions are granted permission to borrow and digitize original Archives of Ontario records and, under license, to publish and host the resulting digital archives online. This significant resource for research and scholarship is now fully accessible online for the first time. The Thomas Talbot fonds comprises 45 large-format plans (registered 1802-1832; incorporating annotations dated 1810-1849) and a lease settlement register (created and maintained 1842-1846; but also including retroactive entries dated 1825-1836) documenting land distribution in the Town of London and 30 townships in 6 counties in which Talbot controlled land allocation: Oxford (Blandford); Norfolk (Charlotteville, Houghton, Middleton, Townsend, Woodhouse); Elgin (Aldbrough, Bayham, Dunwich, Malahide, Southwold,

Yarmouth); Middlesex (Caradoc, Ekfrid, London, Mosa, Westminster); Kent (Harwich, Howard, Orford, Raleigh, Romney, Tilbury East, Zone); and Essex (Gosfield, Maidstone, Mersea, Rochester, Sandwich, Tilbury West).

Genealogists will find the plans a particularly rich resource, since most include personal land settlement information, with the names of grantees and dates of occupation penciled in by Talbot on individual lots. In many cases, Talbot treated the plans as working documents, adding, removing, overwriting and revising annotations, often over a period of several years, and, in a few instances, including information retroactive to the creation of the document. For example, item F 501-1-0-0-18 was registered in 1824, but incorporates annotations dated 1817-1840. In an effort to make this information accessible, ECA and members of the Elgin County Branch of the Ontario Genealogical Society and other southwestern Ontario branches of the OGS are working to create indexes to property holder names and occupied/granted properties shown in the plans. The indexing of the plans remains a work in progress with additional indexes to be published online as they become available.



The plan included above is item F 501-1-0-0-17, showing the Town of London (1826), including the laid out, but still vacant, area on the southwest corner of Dundas and Ridout Streets reserved for the London District (later Middlesex County) Court House and Jail (constructed 1827-1829). Scan courtesy of the Elgin County Archives

The plans provide graphic evidence of the development of that part of Upper Canada that is now southwestern Ontario, showing survey grids; clergy, crown and school reserves; town sites (including London, St. Thomas and Woodstock); first nations villages and traditional footpaths, including those associated with Chipewawa, Muncey (Munsee), Delaware, Moravian and Wyandot (Wendat) first nations; early industrial sites, principally mill seats; the origin and

expansion of local and regional road systems; and early and often incomplete attempts to map the region's waterways and other geographic features.

The maps show fascinating variations in land distribution patterns which appear to differ widely from township to township, in some areas allocated by the formal petition/grant/lease system, while in others assigned as gifts to military officers and public officials in compensation for their service. This system of land distribution is particularly evident in item F 501-1-0-0-3, a plan of the Township of Blandford in the County of Oxford, in which all assigned lots are marked as reserved for or granted to Captain Andrew Drew, R.N., 1792-1878; Admiral Henry Vansittart, R.N., 1777-1843; Ma-

Major Edward Buller, 1764-1824; Colonel Philip Delatre, 1777-1848; Major Hugh Warwick, who later served as Oxford County Treasurer; Colonel R.A. Hunter, who is credited with establishing the first grammar school in Oxford County in 1848; and William Allan, ca. 1770-1853, member of the Legislative Council of Upper Canada 1825-1841. The plans also provide evidence of the work of officials in the Surveyor General's Office at York, Ontario, including Thomas Ridout (1754-1829; Surveyor General for Upper Canada, 1810-1829), William Chewett (1753-1849; Acting Surveyor General, 1829-1832), and his son James Grant Chewett (1793-1862; Deputy Surveyor General, 1832-1841).

The Thomas Talbot fonds digitization project was financially supported by the County of Elgin and the Elgin County Branch of the Ontario Genealogical Society. The Elgin County Archives undertook this project because the records comprising the fonds were either created or maintained at Talbot's Port Talbot estate in the former Township of Dunwich, and nearly a quarter of the records – 11 of the 45 plans - cover what is now Elgin County. The records digitized and made accessible through this project remain the exclusive property of the Archives of Ontario. Use of these records is for research and private study only, and requests for reproduction of the records must be directed to the Archives of Ontario: [reference@ontario.ca](mailto:reference@ontario.ca). Researchers can access the Thomas Talbot fonds digitization project [here](#).



## News from taag

by Julia Holland

*taag President*

What the chapter has been up to since our last update in September 2015:

### Associations as Your Gateway to Networking event at the iSchool

On October 21, 2015 taag Vice-President James Roussain, and Treasurer Beverley Darville, represented the taag chapter at this event at the iSchool, University of Toronto. It gathered about 15-20 groups who promote the importance of networking with peers through professional association membership, and approximately 150 students attended the evening event. Thanks James and Bev!



Left: Toronto Historical Board plaque at the Site of Toronto's First Moving Picture Show (Yonge Street side of the 1 Adelaide Street East Building). Photo by Julia Holland

### Toronto Noir, Walking tour!

On November 5, 2015, 18 folks got their walking shoes on and joined Richard Fiennes-Clinton of Muddy York Walking Tours for their two-hour "Toronto Noir: Gangsters and Gallows" tour. We began our walk at Courthouse Square, 10 Court Street, near the King subway station, and finished up behind Old City Hall. Post tour pub was the Duke of Richmond at the Eaton Centre. Thanks to Tys Klumpenhauer, taag point-person for this tour & pub nite!



John Roberts, Chief Privacy Officer & Archivist of Ontario. Photo by Juanita Rossiter

### Meet & greet - Ontario's new Chief Privacy Officer & Archivist of Ontario, John Roberts!

On November 19, 2015 taag members gathered to welcome John Roberts to Ontario. He gave us his views on Canada from the outside, early experiences, and aspirations for his path ahead. 27 people attended the event, which was held in the lovely Fairley Lounge at The Faculty Club Lounge, University of Toronto – the room is full of original Group of Seven paintings (see photos above). Thanks to Juanita Rossiter, taag point-person for name-tagging & paparazzi duties, and Loryl MacDonald, University Archivist, UTARMS for assisting us with the Faculty Club booking and contributing toward some of the cost of the event.



taag chapter members Celia Schmidt, Adam Birrell, Christine Bourolias, and Marie-Lyne Bergeron listen to John Roberts, Chief Privacy Officer & Archivist of Ontario. Photo by Juanita Rossiter

### Holiday pub-ing with taag!

Oh, there's no place like taag for the holidays...

'Cause no matter how far away you roam  
When you pine for the sunshine  
Of a friendly face  
For the holidays, you can't beat  
the taag holiday gathering...

OK, so we can't rhyme, but the sentiment rings true, some of the best times you'll have at an end of the year party anywhere, happen at a taag party! Bedford Academy was the place and the 10<sup>th</sup> of December was the date when 30 folks gathered to celebrate the season – this event was fully booked moments after the save-the-date message went out on the AAOList on 16 November! Our thanks to James Roussain, taag point-person for this gathering!

### Upcoming chapter events as of OTR deadline include:

**Information session for chapter members regarding the Provincial Acquisition Strategy Working Group** – Charlotte Chaffey will be leading the session 31 March, Private Dining Room, Trinity College, University of Toronto.

**Annual General meeting and pub nite** – the current taag executive are trying something a little different – and a little more cost-friendly. For \$30 (which will cover an assortment of appetizer platters and the use of a private room at the Bedford Academy – cash bar for beverages) we will gather on 21 April to check-in with John Roberts, Chief Privacy Officer & Archivist of Ontario – is he still enjoying the challenges? We'll also be saying thank you and good-bye to two of our executive committee: Treasurer, Bev Dar-

ville, and Secretary, Juanita Rossiter; and welcoming some new folks onto the executive! You can always keep up with taag on the [Facebook page](#) and on the [AAO Website under Connect – Chapters – taag](#)

\*Please make sure, when you renew that AAO membership, or newly join the AAO, that the AAO Office knows your chapter affiliation is taag!\*

### TAAG EXECUTIVE 2016-2017

James Roussain, President - [taag.chapter@gmail.com](mailto:taag.chapter@gmail.com)  
Emily Sommers, Vice-President  
Tys Klumpenhouwer, Secretary  
Katey Watson, Treasurer  
Celia Schmidt, Member-at-Large (Communications/  
Social Media)  
Jessica Haskell, Member-at-Large  
Maegan Ayre, Member-at-Large  
Amanda Tomé, Member-at-Large (Chapter Stakeholder Contact)  
Julia Holland, Past-President

## 2016 Pre-Conference Workshops

### Workshop #1: Emergency Response and Salvage

Date: May 11, 2016 – 9:00 am to 4:30 pm

Place: Salon A, Prince Arthur Hotel, Thunder Bay

Do you have an emergency plan but aren't sure if you could implement it in the event of a fire or flood in your archives? Not really sure what to do with the box of wet documents or photographs? Haven't had experience organizing and leading a response team? Join your colleagues in this one-day workshop to gain knowledge in emergency response and salvage procedures. Topics will include:

- Roles of emergency response team member
- Health and safety issues in emergency response
- Effective communication with your team and the media
- Special issues to consider during salvage operation
- Salvage priorities
- Salvage procedures for archival records
- Emergency response resources

The workshop will be instructed by AAO Archives Advisor and Conservator, Iona McCraith.

### Workshop #2: Developing and Implementing a Holdings Maintenance Program

Date: May 11, 2016 – 9:00 am to 5:00 pm

Place: Bertrand Room, Prince Arthur Hotel, Thunder Bay

The implementation of a Holdings Maintenance Program is recommended by the Canadian Council of Archives as part of the concept of responsible custody. It is also a practical preservation activity that can be incorporated into everyday arrangement and description duties. In this 1-day workshop, participants will discuss how to apply Holdings Maintenance practices to the various media within their own holdings, through rehousing with chemically stable enclosures; use of inert, suitable shelving and storage equipment; implementation of safe storage and shelving practices; and preservation copying and reformatting. There will be demonstrations of humidification and flattening, encapsulation, and the construction of enclosures for the different media and formats found in archival holdings.

Participants are encouraged to discuss specific situations that they would like to see addressed.

Do not miss out: workshops have limited spots available!

Light refreshments will be served at both pre conference workshops

Cost: \$125 + HST for AAO & AMA members and \$200 + HST for non-members.

Register online at [aao@aao-archivists.ca](mailto:aao@aao-archivists.ca) or call the AAO Office at 647-343-3334

## Food in the Archives: Cooking with Hannah Glasse at Fort York

by Grant Hurley

Fort York is a special spot in Toronto. Surrounded on three sides by glass-fronted condos, and with cars on the Gardner Expressway roaring and clunking overhead, its sloping green battlements, squat brick buildings and white blockhouses create a peaceful effect that makes it feel distinctly apart from the city. Its sense of separateness was made all the more real on a frigid grey day this past April when I visited to take part in a cooking class featuring recipes by the famed 18th century cookery writer Hannah Glasse. The fire in the Officers' Mess Kitchen was roaring, and as our group assembled, we were greeted by Mya Sangster. Mya has led these classes as part of the [Fort York Historic Foodways Program](#) for six years, and has volunteered with the program since 1996. Supported by a host of volunteer cooks, Mya teaches groups to cook from raw ingredients through to meals – and all the while staying as true as possible to the original

recipes and methods of preparation available to cooks contemporary to the Fort's time period.

Hannah Glasse (1708-1770) was a popular cookbook author who took to writing to gain income after her husband's failed business ventures. Her bestselling work, *The Art of Cookery Made Plain and Easy*, was published in 1747 and was printed continuously in a number of editions to 1843. The book became highly regarded among a newly emerging middle class in Great Britain. These individuals – lawyers, merchants, and public servants – did not have the luxury of a full retinue of servants and cooks at their disposal, but desired the status of a well-made table. They used Glasse's book to instruct their cooks on preparing the right kinds of food. Her recipes are told in a straightforward, no-nonsense style, and though they lack the conven-

tions and measures of modern cooking (no standardized cups or teaspoons to be found anywhere), they are surprisingly accessible. After introductions, the class divided and conquered the long list of recipes. The mains consisted of "Curry the Indian way"; an onion, potato and apple pie; beet pancakes; and chunks of salmon cooked in



parchment paper. And of course, a gorgeous pork roast that was prepared by volunteer cook John Hammond. The roast was suspended from a string in front of the fire that was twisted up, and as the string wound and unwound itself,



Mya Sangster leads the cooking classes at Fort York.

perfectly cooked it. The dessert course added a carrot pudding, black caps (baked apples), rhubarb tarts and chocolate cream (shaved chocolate cooked with wine and rosemary). A modern kitchen nearby was used as backup for certain recipes requiring cooking consistency that is harder to maintain with 18th century technology. It is difficult to boil a pudding for two hours over a wood fire, so a gas range was used in its place. Both kitchens contained a whirl of activity as we set about preparing elements of the meal. I spent a good while grating carrots for the pudding; turmeric and ginger as the sole spices in the curry; and delicately wrapping the bits of salmon, which were cooked in a reflecting oven by the fire.

Mya oversaw the operation with remarkable ease despite the occasional chaos and the large number of meals being prepared. Inspired by the prominent British food historian Ivan Day, her passion for historic food was on full display. As she noted in her introduction to the class, working with historic recipes opens up a whole set of paths that can connect us to the past, from economics, manufacturing and politics to the history of gender and class. Cooks must consider the kinds of ingredients used and how they were made available. While milk and eggs

came from one's backyard, spices such as turmeric and ginger had to come from afar. Tools for preparation and serving (pots and pans, dishes and cups) are another area of interest as the Industrial Revolution

created mass-produced goods for cooking and eating that at one time were the domain of craftsmen and artisans. The Georgians were quite enamored with the aesthetics of symmetry. As a result, our table setting on some sturdy blue willow china was balanced with all the dishes being served to create a pleasing pattern. Mya does an enormous amount of research to "fit each recipe into its context," she said, including everything from the reigning monarch at the time to the class association of the meal. Archival records have a role to play in connecting to all of these subjects, and a recipe book from the period can bring them all together into a single dish. Having come across manuscript and printed recipe books in the holdings of the archives where I have worked, I know that many of our institutions have such records. Thinking about how to engage them as a method of connecting to the past is a promising opportunity. And of course, there's the main reason why we gathered to cook historical recipes on that day: to be transported to the past. When we sat down to eat, we were sharing a kinship with those who eaten similar meals in Glasse's time—and creating an immediate link between us and them.

*All photos by Grant Hurley.*

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# Nine Months to Manage a Move

by Amanda Hill

*Community Archives of Belleville & Hastings County*

In 2010, a three-way partnership was formed between the City of Belleville, the County of Hastings, and the Hastings County Historical Society to create a new community archives service to be located in Belleville. Construction on the Community Archives of Belleville and Hastings County began in late Spring of 2015, converting a corner of the Belleville Public Library so that it could accommodate three vaults, a public reading room and office space.

I became involved with the project as Archivist at the end of July 2015, on the retirement of the former archivist, Sharon White. The archivist is the only member of staff, with two summer students who worked through August 2015, and fourteen regular part-time volunteers who come in year-round, with a three-week break over Christmas.

The prospect of moving an unfamiliar collection into a new location in less than a year was daunting, but the tight time-scale did have the benefit of focusing the mind on essential tasks. High on the list of

these was the creation of an item-by-item, shelf-by-shelf inventory of each of the volumes and boxes that would be moved to the new building. There was no existing inventory, so this involved creating one from scratch. It took the form of an Excel spreadsheet which included the fonds name, reference number, subtitle, container type and the dimensions of each item. This project took approximately four months and by January 2016 over 2,600 boxes and volumes had been identified and measured. I was starting to have nightmares about finding previously hidden closets full of archival boxes.

Mobile shelving was being installed in two of the three vaults in the new location, and Spacesaver's plan of the shelves was used to populate another Excel spreadsheet with each shelf's dimensions and a unique identifier. The inventory and the shelf-identifier spreadsheets were then used together to allocate each inventory item to a shelf in the new location. Fonds and collections had often been separated in the existing building, due to space constraints, so the opportunity was taken to reunite groups of records in the new space. Intellectual allocation of the new locations in the inventory spreadsheet took approximately two months. Not all the new shelves had the same dimensions,

which made this more time consuming than it would have been had they been all the same size.

The next stage was to label all of the items

Room	Location	Accession #	Title/Fonds #	Subtitle	Container type	Width (cm)	Length (cm)	Height (cm)
Vault	2-13-01		Belleville Cemetery Index by Dorothy Ashton		Card index drawers	32	39	26
Vault	2-04-03		Belleville Chamber of Commerce HGHS 19		Neutracor box	19	43	27
Room 4	4-03-03		Belleville Chamber of Commerce The Voice of Business publication, 2001-2009; Annual		Magazine box	10	28	24
Great Hall	8-06-02		Belleville Fire Department	Box 3	Stor-all records box	32	41	27
Great Hall	8-06-02		Belleville Fire Department	Box 1	Stor-all records box	32	41	27
Great Hall	8-06-03		Belleville Fire Department	"Box 2" Scrapbook and books 9, 10, 11	Wrapped volumes	33	51	7
Great Hall	8-06-03		Belleville Fire Department	"Box 2" Books 12, 13, 14	Wrapped volumes	33	41	6
Great Hall	8-06-03		Belleville Fire Department	"Box 2" Books 15, 16, 17	Wrapped volumes	33	41	8
Great Hall	8-06-03		Belleville Fire Department	"Box 2" Books 18, 19, 20	Wrapped volumes	28	45	7
Great Hall	8-25-2		Belleville Garden Club	BGC 1	Office Depot records box	32	41	27
Great Hall	8-25-2		Belleville Garden Club	BGC 2	Office Depot records box	32	41	27
Great Hall	8-25-3		Belleville Garden Club	BGC 3	Office Depot records box	32	41	27
Great Hall	8-25-3		Belleville Garden Club	BGC 4	Bankers Box	32	41	26
Great Hall	8-25-4		Belleville Garden Club	BGC 5	Bankers Box	32	41	26
Great Hall	8-25-4		Belleville Garden Club	BGC 6	Office Depot records box	32	41	27
Great Hall	8-25-5		Belleville Garden Club	BGC 7	Office Depot records box	32	41	27
Great Hall	8-25-5		Belleville Garden Club	BGC 8A	Office Depot records box	32	41	27
Great Hall	8-25-6		Belleville Garden Club	BGC 8b	Stor-all records box	32	41	27
Great Hall	8-25-6		Belleville Garden Club	BGC 9	R-live records box	33	40	27
Great Hall	8-25-7		Belleville Garden Club	BGC 10	Office Depot records box	32	41	27
Great Hall	8-25-7		Belleville Garden Club	BGC 11	Office Depot records box	32	41	27
Vault	2-04-04		Belleville Harbour Commission FCHHS T11		Neutracor box	19	43	27
Vault	2-04-04		Belleville Harbour Commission FCHHS T12		Neutracor box	19	43	27
Vault	2-03-06		Belleville Lawn Bowling Clubs/Fonds 64		White carton	14	41	26
Vault	2-13-01		Belleville Lock Companies fonds/4 volumes		Volumes	12	20	27
Vault	2-13-02		Belleville Lock Companies fonds/20 volumes		Volumes	81	28	32
Vault	2-13-03		Belleville Lock Companies fonds/Catalogues, Box 1 of 2		White carton	14	41	26
Vault	2-13-03		Belleville Lock Companies fonds/Catalogues, Box 2 of 2		White carton	14	41	26
Vault	2-13-03		Belleville Lock Companies fonds/Box 1		White carton	14	41	26

Inventory spreadsheet in January 2016

with their location in the new building. Printed labels were created using a combination of the Excel inventory spreadsheet and the mail merge function in Word. (I had managed to avoid working with mail merge in 25 years of professional life, but it caught up with me in the end.) Once I had mastered its idiosyncrasies, printing location labels from the spreadsheet became very easy.

While I was working on identifying the collection and assigning the new locations, the volunteers were busy boxing and wrapping the more fragile items. Over the Christmas break 200 newspaper storage boxes from Brodart were delivered and in January and February 2016, the volunteers packaged the most fragile newspapers in the new boxes. They also wrapped other vulnerable volumes in acid-free paper and re-housed a significant quantity of Hastings County materials which had been previously been packed in thirteen large plastic bins.

The volunteers were also a huge help in applying the new location labels to the boxes and volumes in the collection, using printouts of the inventory to identify the correct items. To help at the new location, col-



Newspaper volumes before boxing



Newspaper volumes after boxing

our-coded stickers were also used, in addition to the labels, to mark up all the items. Materials destined for Vault A were given yellow dots, Vault B materials had blue dots and Vault C were red. I was doubtful about the need for adding colour to the existing labels (which clearly said A, B, or C), but it was surprising how much more instantly recognisable the coloured dots were.

Vault C is the third floor vault, which was to hold 34 bays of shelving moved from two different rooms in the former location. We had to plan how this shelving would fit into the space and give these shelves new numbers. Masking tape was used to show where the existing shelving sat on the uprights, as the heights of the shelves were crucial in allocating locations to the newspaper volumes that would sit on them in the new location. Each shelf was labelled with its new number and a floorplan of the vault was made so that the movers knew which bay went where.

On the first day of the move, the priority was to empty the shelves which were going to be taken with us to Vault C. The records that had been on those shelves were going to

Vaults A and B, so they could be rehoused on the mobile shelving in those vaults as soon as they got to the new location. Records boxes could be moved in groups on four-wheeled dollies, while volumes and smaller boxes were transported in covered wooden carts that could carry a large number at a time. The shelves were dismantled as they were emptied, and then shipped to the new location where work started on rebuilding them. By the evening of the second day, all the existing shelving had been put up and everything had been moved out of the Cannifton location and into the Belleville one. About 1,000 of the inventory items were bound volumes of Belleville Intelligencer newspapers. These were allocated locations in the spreadsheet, but had not been individually labeled, as it would have been too time-consuming to do so. Instead, date labels were printed and applied to the shelves they would be occupying. On the third day of the move, the movers were able to use the dates on the newspapers in conjunction with the dates on the shelves to rehouse all 1,000 newspaper volumes and boxes in about three hours.

The movers did a great job, with eight men working over the course of two and a half days to successfully transfer all 2,600 items and a considerable amount of shelving and

furniture. Perhaps the most challenging items were the eight map chests, which were all safely moved and installed into the new reading room.

The official opening of the new Community Archives took place on April 7th, two weeks after the completion of the move (and just in time for Archives Awareness Week in Ontario!). The Archives is now open to the public.

*All photos courtesy Amanda Hill.*



Above: The three moving trucks filling up at Cannifton



Left: Thurlow Township assessment rolls after wrapping  
Right: The moved shelves in their new locations, filled with newspapers

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