

2023



# ANNUAL REPORT



## **Year-in-Review**

Through 2023, the Charlotte County Archives made major strides within both our vault and community. Guided by the professional experience of Archives Manager Anna Krentz, we undertook review and enhancement of our core archival policies and procedures, focusing particularly on improved standards for preservation, control, and access. Supported by numerous grants, and many generous donors, we updated and streamlined our digital tools for collections management. The dedication of our volunteers, project staff, intern, and summer students ensured positive interactions with tourists, researchers, and the wider community as we engaged on new programs of outreach.

## **Grants**

Our goals were well-supported through 2023 by major success with our year's grant applications. We received funding for contract staff from Young Canada Works, Canada Summer Jobs, and the New Brunswick Community Museums Summer Employment program, detailed below. As well as receiving financial support for operations from the New Brunswick Community Museum Assistance Program (\$4000), we were successful in obtaining two federal project-based grants, neither of which we had won previously. The competitive Documentary Heritage Communities Program (DHCP) grant, administered by Library and Archives Canada, funded a major project to migrate our outdated photo database into an improved system, create a publicly accessible online photo collection, and enhance preservation standards for our photo collection through improved housing (\$17,388). A related project to migrate our general archives database was funded by another federal grant from the Museums Assistance Program (MAP) Collections Management System grant (\$1650). Finally, the purchase of additional housing supplies for non-photographic materials was funded by a grant from the Council of Archives New Brunswick (\$1804). Our Accountant's Financial Report for year end 2023 is available separately.

## **Supporters.**

Our continued existence depends on our fundraising efforts, often on a very personal basis. A very big THANK YOU goes to 132 individual donors who helped us far surpass our 2023 Fall Fundraising goal of \$25,000 for operational expenses. Particular thanks goes to Dr. Mary Conley, a major repeat supporter. Also to the Kiwanis Club of St. Andrews who donated \$8,000 in 2023.

Thanks also to Mrs. Lucinda Flemer for hosting a luncheon for regional Mayors at Kingsbrae Gardens to help us launch our approach to the Southwest N.B Regional Service Commission. This now has responsibility for provision of regional services including recreational, cultural, heritage and tourism services. Since we already strive to provide a regional service of this kind, we are hopeful that we will find support from them once their expanded policies and budgets have been clarified.

## **Staff**

Austin Billingsley, initially supported by the Young Canada Works Building Careers in Heritage internship program, continued to work and receive training with archival processing. From May to October, he also took on the lead role providing tours of the Gaol and Courthouse to the public, including aspects of the training and supervision of our summer students, funded further by the New Brunswick Community Museums Summer Employment Program. In September, he worked on our project migrating our archives database, supported by a federal Museums Assistance Program Collections Management grant.

Our public facing operations in the busy summer months of July and August were further enabled by summer students Clara Wrightman-Dillon, a 2023 graduate of Sir James Dunn Academy, and Sarah Burbine, entering Grade 12 at St. Stephen High School. Both positions were funded by Young Canada Works in Heritage Organizations. As well as providing tours, including those in French offered by Sarah, the students furthered goals of Archives outreach through adding subtitles to our videos on Youtube,

creating social media posts, building our digital Historypin tour of St. Andrews, and organizing and cataloguing the research library.

The DHCP grant allowed us to bring on two additional contract staff in the fall: Erika Baker, another 2023 Sir James Dunn Academy grad, who tirelessly ordered, re-housed, and labelled many thousands of our photographs; and D'Arcy L. J. White, an experienced photo cataloguer who worked remotely to organize and polish up thousands more photograph records. We were thus able to further support the long-term work of our volunteer photo team, enhancing physical preservation while enabling wider access to their decades of digital work.

### **Vault / collections**

Over the year, we concentrated effort on continuing to improve our standards for collections care, addressing preservation needs, updating procedures for archival processing, expanding means of public access, and bettering intellectual and physical control of our collections. Starting in January, Anna has been undertaking the first comprehensive collections survey of our holdings since our foundation, reviewing archival materials box by box to assess and record the state of materials and their records, adding updates and planning for future projects in the process. As of December, she had surveyed 302 record boxes and 194 individual housings, comprising approximately one-third of our collection.

Supported by a MAP grant, in September we migrated all 2200 accession records from our outdated and limiting collection management software to a newer system more suited to cultural heritage materials, which also allows for online access to approved records. Additional finding aids that existed only in paper form were scanned, with their core information inputted into both our own database and that of CANB.

From October onwards, the collections focus was on the DHCP-funded photo project, which allowed us to similarly migrate our photo records from the outdated Access into Omeka, upping the ease of use for Archives team members and the public alike. We reviewed, edited, and standardized all 13,800 extant records, as well as formatting over 2000 of the associated scans for web display. Under the preservation arm of the project, we undertook organization, labelling, and improved housing for all our 20,000+ physical photographs, including the creation of custom housings for 66 photo albums, 102 oversized photos, and 35 cased photos and tintypes. This project represents a huge leap forward in the standards of care for our significant and well-loved photo collection.

Alongside these major initiatives, we have continued our regular work accessioning and processing new and backlogged donations, with 2023 seeing the addition of 51 accessions to our collection, as well as many metres' worth of materials re-described at a greater level of detail. Thanks to a grant for the purchase of archival supplies from CANB, we have also begun the process of creating housings for non-photographic materials in need, including large ledgers, scrapbooks, and posters.

We also created and approved a new, thorough acquisitions policy to guide our core functions, based on current best practices, approved by the Board in August. Anna also established and wrote up cataloging standards, based on the Rules for Archival Description for both the general archives database and the photo collection. Revisions to the Bylaws were approved at the AGM in May 2023. The bylaws can be accessed through our web site at [ccarchives.ca](http://ccarchives.ca).

### **Visits**

Visitor numbers were up considerably, nearing the pre-COVID levels of 2019, with a total of 2166. Our numbers for July and August in particular saw a 140% increase over the same months in 2022. While the majority of visitors toured the Gaol and Courthouse, we also had 45 individuals visiting to conduct research.

## **Outreach**

The Archives had an active year building our outreach campaigns. With the volunteered assistance of graphic designer Elaine Wilson, we created a new Archives pop-up banner for use at events and visually updated our Gaol rack card. Both materials saw much use through our own events and attendance at St. Andrews Canada Day, the Charlotte County Fall Fair, the St. Andrews Job Fair, a New Horizons-funded event for seniors on Campobello Island, and the Huntsman's Halloween event.

Outreach to students targeted local schools, with our Archives Manager giving a guest talk on the history of photography to two classes at Sir James Dunn High School and hosting visiting students from St. Stephen High School at the Archives, with an introduction to archives along with a Gaol and Courthouse tour.

Our major promotional event was a luncheon held at the NBCC St. Andrews in June, where we shared a new presentation on the work of the archives, including a behind-the-scenes tour hosted by the Archives Manager, and engaged attendees with a quiz featuring CCA materials.

For our Fall newsletter, sent to 685 subscribers, we updated the format based on audience feedback and review of the current newsletters of similar cultural heritage institutions, to positive response. Throughout the year, we have also been sharing regular posts on our Facebook and Instagram accounts, highlighting interesting materials in our holdings and updating our audience on events.

Our high school co-op student, Kezah Haltead, brought abundant research into St. Andrews building history online in January launch of a digital tour via Historypin, added to further by summer student Clara, for a total of 20 'stops'.

We have also been working hard on creating a broader public outreach presentation promoting the value of our collections and encouraging involvement, to be shared across SW New Brunswick in 2024.

## **Research**

Research enquiries were regular through the year, including 31 visits from researchers consulting our genealogical, microfilm, and/or archives, and over 50 further research enquiries received via phone or email. Researchers included family genealogists, regional historians, and an archival producer for a CBC documentary on Black history, ranging from current residents of St. Andrews to Australian descendants of early settlers.

## **Video Production.**

During the year, ten new historic videos were released. In 1954 Colin Mundy came to St. Andrews N.B. from New Zealand, stayed for several years and shot a lot of film. His films offer a unique account of his life in mid 1950s St. Andrews. We also released the video talk about Margaret Perry, Charlotte County's Pioneering Film Maker. These are accessible through our web site on YouTube as detailed in Annex One. Work continued on postproduction / editing of several more old films for release soon. The Archives owns a digitizer for old 8 mm and Super 8 films and will gladly help rescue any old films that may be found in people's attics or basements. Franklin Cardy, who runs this audio-visual program for the Archives, is looking for another volunteer to help and take over the program from him.

## **Volunteers.**

Although now managed by our full-time professional Archivist we still depend on many hard-working volunteers on and off our Board. Three valued Board members retired in May 2023. Sheila Blagrove, had spent five busy years leading our publications and marketing efforts, and Donne Smith and Charles Carson had all made major contributions to the Board in recent years. Michael "Lefty" Morrill joined

us in December 2022 but had to withdraw for personal reasons before the AGM. We were fortunate to be joined at the AGM in May 2023 by Doug Naish, past Mayor of St. Andrews; then in November by Taylor Gallant, Deputy Mayor of McAdam and in December by Joan Schwartz, photo archivist, National Archives of Canada (retired) and Professor Emerita Queens University, all valuable additions to our team.

Felicity Cooper (“a.k.a. Miss Demeanor”) continued to play a huge role in publicizing and supporting our Archives through her Ghost Walks, half the proceeds of which she generously donated to the Archives, as well as overseeing several external paranormal investigations of the Gaol.

BOARD MEMBERS 2023		
Name	Role/Responsibility	Elected/Appointed
Franklin Cardy	Chair & Audio/Visual	May 2017
Sandi Omson	Vice-Chair	June 2022
Jeffrey Holmes	Treasurer & Facilities	May 2018
Margo Emrich	Secretary	June 2021
Dr. Heather Richmond	Education	June 2022
Carmelita Thompson O’Neill	Fund Raising	June 2022
Susan Waddy	Member at large	June 2022
Doug Naish	Municipal outreach	May 2023
Taylor Gallant	Representing Village of McAdam	Nov 2023
Dr. Joan Schwartz	Prof. Emerita, Archiving	Dec 2023

In the spring, retired teacher Vicki Smith joined us as a weekly volunteer, cataloguing donated books and becoming a part of our photo team. Long-term volunteers Mary Myers and Jane Garnett also helped staff our booth at the Charlotte County Fall Fair. We were very sorry when Lila Haughn passed away at almost 100. After around 30 years as an active member of our photo data entry and digital processing team she was still working with them until well into 2023.

We are always looking for others to join this active and energetic group. Volunteers are also needed to help staff the office and act as tour guides in the shoulder seasons, to help researchers and to work on recording and editing videos for the Archives. We are always in need of someone with broad experience of maintaining the office digital network. If you have an interest in community heritage or know of others who are interested, please get in touch.

**Next steps**

In the year ahead, we intend to continue on our path of improved collections care, especially working through and finishing the collections survey. Once the survey is complete, we will have clear, updated records of all our fonds and collections, including the status of their preservation needs and level of arrangement and description, providing us with clear targets in our project planning. We will devote particular attention to fonds in our holdings identified as previously overlooked or under-processed, many of which contain material relating to women and their history.

As we further embrace our expanded scope across Southwest New Brunswick, we are working to create long-term connections with communities and institutions across the area, uniting professional expertise and local knowledge in the cause of care and protection of our region’s heritage.

Respectfully submitted.

Anna Krentz  
Archives Manager  
Charlotte County Archives April 2024

Franklin Cardy  
Board Chairperson

## ANNEX ONE. CHARLOTTE COUNTY ARCHIVES VIDEO PRODUCTION 2023

### **MARGARET PERRY. CHARLOTTE COUNTY'S PIONEERING FILMMAKER** 1hr 29 min 12 secs.

In this recording of a live digital lecture hosted by the Charlotte County Archives, professor Dr. Jennifer VanderBurgh discusses the life and work of Margaret Perry, a Charlotte County-born filmmaker fundamental in the shaping of documentary film in Atlantic Canada through the 1940s - 60s. Showcasing clips from Perry's films, including several early, never-before-screened examples from New Brunswick, VanderBurgh highlights the remarkable development of a pioneering woman filmmaker. The talk and the question and answer session was hosted by Anna Krentz, Archives Manager at the C.C.Archives. It was recorded on Zoom and the recording is reproduced here in its entirety. Published on YouTube March 13 2023.

[https://www.youtube.com/watch?v=kLa\\_pRY93rE&t=1s](https://www.youtube.com/watch?v=kLa_pRY93rE&t=1s)



### **COLIN MUNDY MOVIES 1954 - 1957**

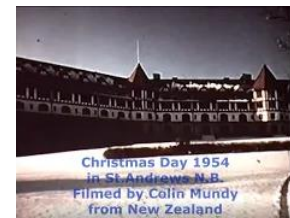
In 1954 Colin Mundy came to St. Andrews N.B. from New Zealand and stayed for several years. During that time, he shot a lot of film which, decades later, he projected on a wall to make a digital copy. His films offer a unique account of his life in mid 1950s St. Andrews reconstituted by Franklin Cardy for Charlotte County Archives in 2023.

#### **Colin Mundy Movies Preview.** Feb 28, 2023. 9 min.49s

This Preview teaser offers glimpses of his films in this collection. On Christmas Day 1954 Colin filmed in town and he learned to skate. Next, he bought a pre-cut house and filmed its construction. He filmed various buildings around town, went sailing with the Bartlett family, recorded work in a fishing weir, filmed the opening of the Vincent Massey High School by the Governor General in 1956, watched the Lobster Day Parade and visited Lake Bonaparte on a weekend, and he drove across to Minister's Island. Colin went to work to grow vegetables on the O'Neill Farm to supply the O'Neill store and documented a year's work on the farm. He filmed a friend going off on a float plane from the St Croix River. Next, he purchased a large house on Parr Street and after filming its interior renovated it into 5 apartments. At some point Colin and Helen McGregor got married and, in the summer of 1956, they took the Ferry to PEI for a camping trip. [https://youtu.be/A7N1QFvP\\_vI](https://youtu.be/A7N1QFvP_vI)

#### **Christmas Day 1954 in St. Andrews N.B.** 4 min 44s

On Christmas Day 1954 Colin filmed various locations and activities in town and he learned to skate on Chamcook Lake. Published to YouTube Mar 3, 2023. <https://youtu.be/mcCQKoXpOFo>





**Building the Styleliner in 1954** Mar 3, 2023, 9 min 12s

In 1954 he bought and built an Aladdin pre-cut house called The Styleliner which was delivered by rail. He filmed all stages of its construction and later added commentary. Before finishing it he sold it on to a couple returning from B.C. Published to YouTube Mar 3, 2023

<https://youtu.be/WMdJczVU7k>



**Around St. Andrews N.B. in mid-1950s** Mar 3, 2023, 7 min 12s

He filmed various buildings around town, went sailing with the Bartlett family, recorded work in a fishing weir, filmed the opening of the Vincent Massey High School by the Governor General in 1956, watched the Lobster Day Parade and visited Lake Bonaparte on a weekend.

Published to YouTube Mar 3, 2023. <https://youtu.be/pd2OXArIQs>



**Opening of Vincent Massey High School, St. Andrews, N.B.** 3 min 26s

In 1956 Colin was there to film the arrival of the Governor General Vincent Massey to officially open the new High School named after him.

Published to YouTube Feb 28, 2023. <https://youtu.be/Htxe3fXtXCI>



**Ministers Island 1957 by Colin Mundy** 4 min.53s

He recorded a visit to Minister's Island in 1957, showing the farm buildings between the barn and the Minister's Cottage as well as the surrounds of Covenhoven itself. Published to YouTube Feb 28, 2023

<https://youtu.be/aCxyKV8sWlk>



**Working O'Neill Farm in mid 1950s** 13 min 12s

Colin went to work to grow vegetables on the O'Neill Farm to supply the O'Neill store and documented a full year's work on the farm. Beginning with spring plowing (and excavating boulders), through all the processes of growing seeding, fertilizing, weeding, and harvesting a wide selection of vegetables. Includes a short sequence of close ups of Dr A. O'Neill and many of his family gathered on their property. Published to YouTube Feb 28, 2023

<https://youtu.be/jFUDVPZi-Q>



**"The Homestead".** 10 min 13s

In 1956 he purchased an old Dr Goss house on Parr Street, once known as the Mercury Club, and after filming its interior renovated it into 5 apartments, filming all the process. Colin and Helen McGregor also got married there. Published to YouTube March 2, 2023

<https://youtu.be/tbcGPXNbZ3A>



**Car Ferry to PEI in 1957** 2 min 34s.

After getting married in St. Andrews N.B., Colin and Helen (McGregor) went off on the Ferry for a camping trip to PEI and Quebec. The video records their crossing on the combined railway and car ferry “S.S. Prince Edward Island’ in 1957. Published to YouTube Feb 28, 2023

<https://youtu.be/XLBU7jZPcEA>



**Locating the Styleliner.** Mar 3, 2023. 2 min 9s

Colin Mundy’s film of building The Styleliner house in St. Andrews N.B. in 1954 did not specify where it was. Franklin Cardy was curious to find out where it was and if it is still around, so he searched for clues in the film. He found only a single shot with distant views of the Algonquin Hotel. Using this and a 1961 aerial photograph he was able to locate the house and use Google Earth and Street View for recent images. Published to YouTube March 3, 2023

<https://youtu.be/qG3lrTE3FW4>

