

2022



ANNUAL REPORT



2022. The year in brief. Despite the continuing pandemic restrictions and concerns, our Archives management was able to make good progress with support from the Board and other volunteers working often from home. Board meetings and the AGM were held successfully on Zoom with the advantage of retaining a recording of the proceedings and being viewable by members across the Country. The most significant change in the year was the unexpected and regretted departure of our Archives Manager Heather Wilson, in August for a position in Napanee in her home province of Ontario. Thanks to the wonders of the Internet, we were able very rapidly and at almost no cost to advertise, interview and appoint our new Archives Manager, Anna Krentz, within a matter of weeks. She arrived to start work in September and made an immediate and very positive impact on our operations. She brings professional qualification as an Archivist and energetic enthusiasm to her role, and we feel fortunate to have her with us. Covid concerns did restrict our public summer activities again but with limited visitors good progress was made on our core archiving business (see Annex One, Archives Manager's Report). Our major fund-raising campaigns enabled us to raise \$48,330 in donations during the year from private sector individuals (Annex 2, Financial Report).

Bylaws. No changes were made during the year.

Facilities. The home of the Archives in the Old Jail building belongs to the Town of St. Andrews. They have been an attentive landlord, carrying out various minor improvements at our request. In 2022 they did major work; they repaired the leaking roof, replaced the roof shingles and installed new thermal windows in the Archives rooms. This made an enormous difference to the working conditions in our office and the visitors' area.

Vault/collections. At the start of the year, Archives staff undertook a project of Vault re-organization to improve use of space, an ongoing process. Since September, Anna has also been assessing and addressing physical preservation needs of the archival collection and identifying points of access that can be enhanced. Most recent donations have been accessioned and thoroughly processed, with only smaller amounts of assorted older materials outstanding. We have thus been able to turn some attention to previously acquired fonds and collections that would benefit from improved archival processing, including proper arrangement, more specific description, and the creation of finding aids.

Research enquiries were regular through the year, from in-person visitors and those reaching out via phone or email. Using genealogical, microfilm resources, and library resources in addition to archival materials, researchers pursued the history of families, properties, and subjects from early schools to 1880s famine relief for the Irish.

Out-reach and communications. Sheila Blagrove, coordinator of our communications, led the production of our spring and fall newsletters and various press releases, as well as working with Heather and Anna on social media releases. Our Facebook and Twitter posts were viewed a total of 39,685 times. Our 2022 numbers were down, but there were changes in documenting the viewership and there were no posts on either site for about three months over the summer (June 21- Sept 17 for Facebook and July 11 - Sept 17 for Twitter).

The New Horizon for Seniors Program. The intent of this program – to reach out and involve seniors across the county – was heavily impeded by the pandemic. In late 2021, a re-orientation of the remaining funding was approved to enable the development of a new Oral Histories program, providing all that is necessary to help seniors interview their friends and neighbours. This was completed in March 2022 and resulted in a number of “backpacks” prepared that include recording equipment. These are available on loan from the Archives, on request.

In September we attended an event in Campobello also sponsored by the Canada NHSP, where we showed a selection of our photos and videos and helped people with handling of their documents, in the style of our pre-Covid Archives Road Shows. There was good attendance and one of the backpacks was left with a volunteer interested in recording oral histories.

Educational Project. The educational modules for middle school students that focus on elements of local history are available on the Archives web site (www.ccarchives.ca). Leading on from this the education team launched **Unpacking Charlotte County**. On Sept 29, Grades 3 & 4 Vincent Massey Elementary students, with Principal O’Leary and teacher Mr. Gumushel, visited the Archives. They sat on the grass opening old suitcases where they discovered antique postcard kits which tell stories from all across the County. Approximately 40 students toured the jail, then walked back to school with the old suitcases, where the postcard kits were distributed by the teachers. It was judged a success and the school would like to do something similar in the future and spread the word to other schools in the County.

Events. At Hallowe’en the Huntsman Marine Aquarium hosted an event at which the Archives installed the “pop-up jail” in a dark corner of the basement. A hooded monk lurked in the corner lost in thought except when he periodically jerked to life, generating satisfactory excitement among visiting children. The jail was guarded by our staff and volunteers, and this was deemed a good awareness-raising effort for the Archives, which we hope to repeat.

Winter Speakers Series. Hosting a speaker series on topics related to the history of Charlotte County was a traditional summer event for the Charlotte County Archives pre-Covid. To revive this type of event we prepared an online event planned for early 2023, featuring the work of Margaret Perry, an early Charlotte County Filmmaker.

Digital photographic collection, Thanks to our volunteer Photo Team, parts of the collection were made accessible online through the Gallery page of the new website. Our Curator of Photographs,

Irene Scarratt, and her team, Lila Haughn, Donna Walsh, and Mary Myers, continued to work very productively in their “bubble” through most of the year, even when the Archives was closed to the public. Our photographic archive has over 25,000 digitized and indexed photographs and continues to grow. A full report from the Photographic Team is attached as Annex 3.

Video Production. During the year, nine new videos were released. Eight of these can be found on the Charlotte County Archives Videos channel on YouTube: <https://www.youtube.com/channel/UCzsuLID79Vfa4il1z3ioKeA> . One more is on the Historic Home Movies of St. Andrews channel. Details are attached in Annex 4. Work continued on postproduction/editing of a long list of videos for release in 2023 on this channel. The Archives purchased a digitizer for old 8 mm and Super 8 films so we can now rescue any films that may remain in people’s attics. Franklin Cardy, who runs this audio-visual program for the Archives, is looking for others to help and or take it over from him.

Supporters. Our continued existence depends on our fundraising efforts. Government grants are available for summer students and for short term interns but do not cover core staff or running costs. Our fundraising continued through the year with our major campaign in the fall when we focused on raising funds from individuals in the private sector on a very personal basis.

A very big THANK YOU goes to 118 individuals who helped us surpass our 2022 Fall Fundraising goal of \$20,000 for operational expenses. Particular thanks goes to John Williamson who made a large donation in memory of his father and to Dr. Mary Conley a major repeat supporter. Also to the Kiwanis Club of St. Andrews who donated \$10,000 in 2022 and to the John Clark Family Foundation whose contribution of \$10,000 in matching funds were added to our Endowment Fund in 2022, bringing to about \$41,000. We are striving to grow our Endowment Fund, currently invested with the Fundy Community Foundation, to the (distant) point where income from it can cover our operational expenses and we no longer need frequent fund-raising appeals.

Thanks are also due to our institutional grant supporters, including: the Council of Archives New Brunswick (CANB); Canada New Horizons for Seniors Program; Young Canada Works; Canada Summer Jobs; Canada Museum Assistance Program; Reopening Fund for Heritage Organizations; NB Dept of Tourism and Heritage Museums Operations Grant; the Fundy Community Foundation (FCU); the Kiwanis Club of St. Andrews; the Town of Saint Andrews; as well as the Community Webs Program, Sir James Dunn Academy, Archives Board members and volunteer fund raisers; and many others for their generous additional contributions and support. The core archiving work supported by these funds is described in detail in the attached Archives Manager’s Report for 2022. The financial details are displayed in Annex 2 the Financial Report.

Volunteers. Volunteers are at the heart of our business as we are essentially a volunteer organization. None of these achievements would have happened without the many hard-working volunteers on and off our Board. Three Board members retired in June 2022. Shirley Brinkhurst, Marie La Forest, and Robin Burton all made significant contributions to the renewed energy and work of the Archives over recent years. Although no longer on the Board, after the AGM all three continued to actively work for the Archives; Shirley on transcribing old documents, Marie on helping with legal matters, and Robin continuing as our bookkeeper and mentor for our new Treasurer Sandi Omson. They are very greatly appreciated. Later in the year we were also sorry to lose Caroline Walker who

took up a job at Sunbury Shores. Caroline had also made significant contributions to our outreach and educational programs and on promotions at summer market stalls.

Four new volunteers were elected to the Board at the AGM in June. Dr. Heather Richmond was joined by Carmelita Thompson O’Neill, Susan Waddy, and Sandi Omson. No sooner was Sandi elected than she kindly agreed to assume the role of Treasurer. In the Fall, as a result of an encounter at the Canada Day market, Michael “Lefty” Morrill offered to join and was appointed subject to election confirmation at the AGM in May 2023.

Felicity Cooper (“a.k.a. Miss Demeanor”) continued to play a huge role in publicizing and supporting our Archives through her Ghost Walks and related publicity. She managed to continue these through the summer despite continuing Covid constraints. She kept up a steady flow of social media posts through the year and generously donated half her proceeds to the Archives.

BOARD MEMBERS 2022-23		
Name	Role/Responsibility	Elected
Franklin Cardy	Chair (& Audio/Visual)	May 2017
Jeffrey Holmes	Vice-Chair (Facilities)	May 2018
<i>Robin Burton</i>	<i>Treasurer & Office. Retired</i>	<i>June 2022</i>
<i>Shirley Brinkhurst</i>	<i>(Volunteers) Retired</i>	<i>June 2022</i>
Sheila Blagrove	(Marketing)	May 2018
<i>Marie La Forest</i>	<i>(Legal & New Horizons) Ret'd</i>	<i>June 2022</i>
Caroline Walker	(Signage and Education)	June 2020
Donne Smith	(Planning & Development)	June 2020
Margo Emrich	Secretary	June 2021
Charles Carson	Board member	June 2021
Dr. Heather Richmond	(Education)	June 2022
Carmelita Thompson O’Neill	(Fund Raising)	June 2022
Susan Waddy	Board member at large	June 2022
Sandi Omson	Treasurer	June 2022
<i>Michael ‘Lefty’ Morrill</i>	<i>Appointed</i>	<i>Dec 2022</i>

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. Volunteers are needed to help researchers and to work on recording and editing videos for the Archives. And 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.

Employees. Thanks to the efforts of our volunteers and to the generosity of our supporters, we have been able to maintain our full-time Archives Manager position. Early in the year, Heather Wilson – with help from Ashleigh Belyea – successfully took over core tasks that were previously handled by the Board members or other volunteers. Until August, Heather and Keith MacKnight, our largely grant-supported intern, were in the office most days, and masked visitors were allowed when the restrictions were eased in the summer. Heather left us at the beginning of August for a job with the Napanee Archives and Keith left us in August to attend university. After a rapid internet search, we were able to recruit our new Archives Manager, Anna Krentz, who started in mid-September.

Anna worked most recently as the Archivist at the Modern Literature and Culture Research Centre at the Toronto Metropolitan University (formerly known as Ryerson University), while also volunteering at Heritage Toronto. She holds a first-class honours degree in Celtic Studies and History from St. Francis Xavier University and an MA in photographic preservation and collection management from the Toronto Metropolitan University.

Austin Billingsley, supported by the Young Canada Works Building Careers in Heritage internship program and other grants, joined us in the fall to help us with our accessioning and cataloging into the new year. Despite the pandemic restrictions limiting travel and access for visitors, the Archives received 1583 recorded visitors last year, including 519 from the US.

Respectfully submitted
Franklin Cardy.
Chair, Charlotte County Archives Inc.

Following pages:

Annex 1	Archives Manager's Report
Annex 2	Financial Report
Annex 3	Photographic Team Report
Annex 4	Archives Video Production 2022

ANNEX ONE. ARCHIVES MANAGER'S ANNUAL REPORT 2022

Year-in-Review

2022 was a year marked by transition at the Charlotte County Archives, as we continued to navigate the ebbs and flows of COVID-19 and adapted to major staff transitions. Archives Manager Heather Wilson departed in early August, with Anna Krentz arriving to take up the position in September. We also had to say goodbye to our archival assistant of 18 months, Keith MacKnight, though with the highest hopes for his success pursuing an MI degree himself. The dedication of our volunteers steered us through this challenging stretch, and we ended the year well on course.

Staff

January saw Keith and Ashleigh Belyea, funded by Young Canada Works, accessioning and cataloguing archival records alongside Heather, as well as assisting with research enquiries and other Archives functions. Ashleigh's term with us ended in March, while Keith continued to play a central role in assisting Archives operations through the summer, via Canada Summer Jobs funding, before heading to Dalhousie University in late August.

Throughout the summer, Tristan White and Cameron Marshall worked as tour guides and archival assistants, funded by the Young Canada Works in Heritage Organizations program. Junior high student Jasmine Freitas offered summer volunteer work assisting with accessioning.

Thanks to a grant from the Council of Archives New Brunswick, starting in August Mary Myers undertook a project to improve the cataloguing and access to the 6.7 metres of material in one of our most significant fonds, that of prominent 19th century lawyer and politician B. R. Stevenson. Mary was also critical in offering tours and office assistance through the period of manager transition.

From October to January, Kezah Halstead, a Grade 12 student from Sir James Dunn Academy, joined us for a co-op placement, creating engaging digital outreach content from our holdings. Also in the fall, Young Canada Works funding for a Building Careers in Heritage internship allowed us to contract Austin Billingsley, an NBCC grad and veteran Minister's Island tour guide. Austin has been working to archivally process new donations, improve the description and arrangement of under-processed materials in our collection, and create effective standardized finding aids to improve researcher access.

Grants

In addition to the staffing related grants above, we also received financial support for operations from the New Brunswick Community Museum Assistance Program (\$4000) and Heritage Canada's Museum Assistance Program Recovery Fund for Heritage Organizations (\$8000). An additional grant from CANB funded half the purchase cost of a much-needed new Archives Manager laptop.

Vault/collections

At the start of the year, Archives staff undertook a project of Vault re-organization to improve use of space, an ongoing process. From September, Anna has additionally been assessing and addressing physical preservation needs of the archival collection and identifying points of access that can be enhanced. The majority of recent donations have been accessioned and thoroughly processed, with only smaller amounts of assorted older materials outstanding. We have thus been able to turn some attention to previously acquired fonds and collections that would benefit from improved archival processing, including proper arrangement, more specific description, and the creation of finding aids.

Visits

The loosening of COVID-19 restrictions from February onwards allowed us to open fully to visiting researchers and offer tours throughout the year, while maintaining important public health measures such as masking and spacing. We resumed tours for organized groups, such as cruise ships, which accounted for almost a third of our summer visitors. Felicity Cooper also offered her well-known Ghost Walks again this season, splitting the profits 50/50 with the Archives.

Outreach

Over the course of the year, we engaged in outreach projects targeting different groups. In January, with approval from the New Horizons grant administrators, we revised our seniors' oral histories project to create mobile kits containing recording devices, to be loaned within the community. Our "Unpacking Charlotte County" project spoke to children and families, with the creation of a road trip map packed into a paper suitcase alongside reproduced vintage postcards. As well as being offered, for a donation, at the Archives, Welcome Centre, and other sites, the kits were launched in a September 29th event at the Archives, with students from Vincent Massey Elementary school and CHCOTV in attendance. Representatives of the Archives also made appearances at the St. Andrews farmer's market, a New Horizons-funded event for seniors on Campobello Island, and the Huntsman's family Halloween event.

Research

Research enquiries were regular through the year, from in-person visitors and those reaching out via phone or email. Using genealogical, microfilm resources, and library resources in addition to archival materials, researchers pursued the history of families, properties, and subjects from early schools to 1880s famine relief for the Irish.

Next steps

In the year ahead, the Archives intends to continue consolidating and improving standards of archival care, preservation, collections management, and access. We will be transferring our collections management software to a more user-friendly system with greater potential for public access and a streamlined process of documentation. Institutional policies and procedures will be reviewed, revised, and/or written as needed to align with current best practices in the field. A detailed collections survey will expand our understanding of our archives' contents, needs, strengths, and gaps, providing a foundation for future projects.

We will also be furthering our efforts to engage the community with the Archives through programs of outreach and awareness. We are committed to sharing the message that our archives can and should represent Charlotte County as a whole, in a variety of documentary mediums, and that we preserve these materials on behalf of the people of our community.

Respectfully submitted.

Anna Krentz
Archives Manager
Charlotte County Archives
April 2023

ANNEX 2 C. C. ARCHIVES FINANCIAL REPORT TO DECEMBER 31 2022.

Note: This report is provisional awaiting completion of a review by a Chartered Accountant.

Charlotte County Archives Financial Report to December 31, 2022

Comparative Income Statement			
January 1 -December 31			
	2022	2021	2022 Budget
Revenue			
Federal Grants	54,481	36,816	34,280
Provincial Grants	14,849	15,997	7,921
Municipal Grants	3,952	8,375	8,500
Sales & Service	3,286	1,130	1,700
Misc.	1,536	2,677	630
Donations	57,085	64,648	43,000
Events	1,245	3,750	0
Total Revenue	136,434	133,392	96,031
Expenses			
Payroll	81,374	82,807	82,000
Operational	14,470	6,927	12,750
Museological	3,353	11,368	6,265
Property	5,669	5,720	6,600
Projects	8,122	10,627	9,133
Capital	1,594	1,072	1,500
Total Expenses	114,583	118,521	118,248
Net Income	21,851	14,871	-22,217

Comparative Balance Sheet		
31-Dec	2022	2021
Current Assets		
Cash	94,309	112,331
Receivables	2,610	1,484
Total Current Assets	96,919	113,815
Liabilities		
Deferred Revenue	4,360	23,288
Payables	5,822	22,225
Total Liabilities	10,182	45,513
Unrestricted Cash	86,737	68,302
Endowment Fund	42,780	37,780

Donations made in 2022 but not received until 2023 plus HST refund

Austin & Mary 20000 being transferred to endowment

2022 Adjustment for earnings awaiting info from FCF

ANNEX THREE. C.C.A. PHOTOGRAPHIC TEAM REPORT 2022

The photographic team of Lila Haughn, Mary Myers, Irene Scarratt and Donna Walsh enjoyed working in our new workroom on the lower level at CCA in 2022. Our focus, as always, was the digitization and preservation of new donations to make them accessible to everyone who is interested, whether by a personal visit or by internet contact. 26 new collections were received in 2022.

Highlights during the year included final work to complete the accession of the 44 collections gathered during the New Horizon Program for seniors. This program yielded many hidden photographic treasures from all of Charlotte County including the Fundy Isles. For example, the donation of several hundred images from Don Dixon of Rolling Dam included many interesting aspects of rural life in Charlotte County.

We participated in a similar event held in 2022 by a community group in Welshpool, Campobello where our photo presentation was very well received and resulted in more material being donated. This type of 'outreach' workshop is very important to the growth of the CCA collection and opportunities to keep offering a similar program should be considered.

Cataloguing of the approximately 1000 images from the Estate of Frank Haughn Jr. was started and will continue throughout 2023. Within it are many examples of the portrait style of his grandfather, D. Will McKay, a renowned photographer who had studios in St. Stephen, Calais and St. Andrews over the first half of the 20th century. Frank Haughn's mother, Rose, was a reporter with the Saint Croix Courier for many years and covered community events, many of which are captured in the collection.

Also, our long-serving volunteer, Lila Haughn, worked for much of 2022 to record the valuable collection donated by Carmelita O'Hagan. The material covers many years and generations of the prominent business family, the O'Neills and is a valuable addition.

There will be more to enjoy in 2023.

ANNEX FOUR. CHARLOTTE COUNTY ARCHIVES VIDEO PRODUCTION 2022

VIDEOS ADDED TO 'CHARLOTTE COUNTY ARCHIVES VIDEOS' CHANNEL ON YOUTUBE:

A Charlotte County Christmas Story 6m29s

A Charlotte County Christmas Story read by David Goss.

Published to YouTube Jan 16 2022 https://youtu.be/P4ITF_aFl2w



Jane Garnett Remembers Christmas in St Stephen, N.B. 19m10s

Christmas is in the air! Jane Garnett shares memories of Christmas in St. Stephen, New Brunswick, as a child... (1960s) the excitement of Christmas morning, Christmas baking, and the sights and smells around the town's streets and local shops. Published to

YouTube Jan 17 2022 <https://youtu.be/B3ROeWroFt8>



Harry Mallory on Running a Livery Stable 1870s to 1920s 60 mins 12 secs

W.E.Mallory came to St. Andrews, New Brunswick in the 1870s and soon established a Livery Service business in a large barn that still stands little changed today. His business continued until 1922, evolving from horse drawn carriages and wagons to motor taxis and buses. His clients ranged from wealthy summer visitors at the Algonquin Hotel, met as they arrived at the railway station or from ships at the Wharf, to the delivery of packages, taxi services and provision of hearses. In this video interview from 1994 his grandson Harry recounts the story of his enterprise, details what was involved in running a livery stable, and describes the uses of the various vehicles shown in evocative images from more than a century ago.

<https://youtu.be/1jKbFICNoBU> Published to YouTube March 19 2022



HMS Transportation Building St Andrews N.B. 100 Years of service.

This iconic and functional building on Water Street, St Andrews, N.B. last called HMS Transportation, was operated as a working garage and service station for 100 years until 2018. Owned by Conleys Lobsters, Charlie Taylor and Jeffrey Holmes in succession, Jeff tells the illustrated story of the building and its operators and recounts how more than once it was used as an indoor ice rink.

<https://youtu.be/mFCbDEnuh68> 53m48s, Published to YouTube April 7 2022



Hospital Island & Celtic Cross Memorial Dedication. 20min11sec

The Celtic Cross on the Point in St. Andrews, New Brunswick, is a Memorial for the many Irish immigrants who died on nearby Hospital Island in the mid-1800s. On May 25th 1995 CHCO TV recorded the dedication and unveiling of the Cross and the retelling of the story of Quarantine Island, as it was then known. The video of the

ceremony is accompanied in this update with an overflight of the island as well as clips from the visit of the replica immigrant ship the "Jeanie Johnston" which came to St. Andrews in 2005, narrated by Sheila Washburn. The music track was played by Malcom MacLean on the fiddle and blind, but very able, Albert McQuoid on the keyboard.

https://youtu.be/cV9TauM_InQ Published to YouTube April 16 2022.



Golf at St Andrews N.B. in 1939 6min 56secs

Golf at the Algonquin Course, St. Andrews N.B. in 1939. In 1939 Bill O'Neill filmed a game of golf in St Andrews N.B. playing with Dr John O'Neill, Ed Finigan and the Professional, Archie Skinner. The locations shown on the color footage, digitized and upgraded, have been painstakingly identified using visual clues, shadow casts and aerial photographs, with the help of Hugh Graham's comments, based on his early



memories of playing and working on the course. The movie clips are matched with details of the course including the plans of each hole layout as shown on the Golf Card from that time. This video provides a unique, detailed and comprehensive view of the experience of playing the Algonquin course and is accompanied by the music of the St Andrews Centennial Band recorded in 1968. <https://youtu.be/HgdxNFZwpp0>
Published to YouTube April 19 2022

Old Gaol in St Andrews N.B. video tour by Barry Murray. 15mins 52 sec

The Historic Jail in St Andrews, New Brunswick is described in a video tour guided by Barry Murray who tells the story of the Old Gaol and of the people who were associated with it during its 140 years of service, including incarcerations and two executions. This is now the home of the Charlotte County Archives which is open for tours in the summer seasons and for genealogical research year-round. <https://youtu.be/VoQ449eBFuw> Published on YouTube Aug18 2022



Charlotte County Court House tour by Barry Murray 9 Mins 30 secs

The historic Charlotte County Courthouse in St Andrews, New Brunswick, is described in a video tour by Barry Murray, showing many of the original features as well interesting exhibits and displays. The Courthouse is open for tours through the summer season. Contact www.ccarchives.ca. Published on YouTube Aug18 2022
<https://youtu.be/S2f1iu5fgJA>



VIDEO ADDED TO HISTORIC HOME MOVIES OF ST. ANDREWS CHANNEL ON YOUTUBE

Visiting Ministers Island in 1956. 16 Mins. Henry Hansen comments on film shot by his father Bernard Hansen in 1956, in discussion with Franklin Cardy. Film footage and stills show the beauty of the Estate at that time, as recalled by a cousin of the Clark family that ran the estate. Henry remembers the pleasure of visiting for his summer vacations. Published on YouTube July 17 2022. <https://youtu.be/vP2CkGHyeq4>

