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EXHIBITION PLACE

July 4, 2007

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: Records & Archives Centre

Purpose:

This report is submitted for the consideration of the Board of Governors.

Financial Implications and Impact Statement:

There are no negative financial implications resulting from this report.

Recommendation:

It is recommended that the attached report from the Corporate Secretary dated June 5, 2007 with respect to the Records & Archives Programs for 2006 and 2007, be received for information.

Background:

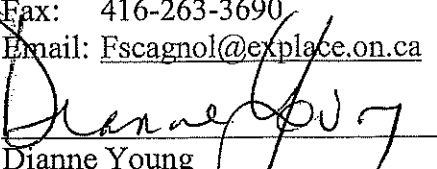
The attached report was considered and received for information by the Board of Directors of the CNEA at its meeting of June 22, 2007, and the Board requested that it be forwarded to the Board of Governors for information.

Comments:

This report provides and outline of the Records & Archives Centre for 2006 and 2007.

Contact:

Fatima Scagnol
Corporate Secretary
Tel: 416-263-3620
Fax: 416-263-3690
Email: Fscagnol@explace.on.ca


Dianne Young
Chief Executive Officer



The following report was reviewed by the Executive Committee at its meeting of June 14, 2007 and is referred to the Board of Directors for INFORMATION.

THE CANADIAN NATIONAL EXHIBITION

June 5, 2007

To: The Executive and Board of Directors
Canadian National Exhibition Association

From: Fatima Scagnol, Corporate Secretary

Subject: Records & Archives – Programs for 2006/2007

Recommendation:

It is recommended that this report be received for information and referred to the Board of Governors for information.

Background:

Staff customarily submits a report on the programs initiated by the Records & Archives in the past year and those to be pursued in the current year.

Discussion:

Exhibits

In 2006, staff of Records & Archives executed the following:

- a large exhibit during the CNE. The exhibit was in the Coliseum East Annex (the Remember When Pavilion) and was entitled *One Brick at a Time – Architecture at the Ex – Past, Present and Imagined*;
- four smaller exhibits: *From Fine Art to Kitsch – A Celebration of CNE Art Since 1879* in the Arts, Crafts and Hobbies Pavilion; the history of the Ambassador of the Fairs in the Farm, Food and Fun Pavilion; an exhibit on Exhibition Place and its long history of trade and consumer shows, in the Queen Elizabeth Executive Offices (display case in lobby); and an exhibit on the history of the Horse Palace as part of Doors Open Toronto.

In 2007, staff of Records & Archives have completed or will be executing the following:

- an exhibit prepared in conjunction with the Royal Ontario Museum on the history of the CNE, currently on display at Terminal One, Pearson International Airport;
- an exhibit on the history of the Horse Palace as part of Doors Open Toronto, on display May 26 to 27;

- an exhibit currently housed in the display case in the Queen Elizabeth Executive Offices on the history of the Exhibition Place Social Club; and
- an exhibit for the 2007 CNE which will be housed in Heritage Court entitled "The WOW Factor: Spectacles at the CNE, 1879-2007"

Reference Requests

Staff receives approximately 400 reference requests per year. Due to staffing limitations, this number is kept artificially low by not promoting our services to post-secondary institutions and by not fully participating in large Internet projects which list the holdings of archives in Canada. Despite a lack of "advertising" the Archives receives requests from all over Canada, the United States and even from Europe which are promptly responded to.

Oral History Project

The oral historian, Christine Kates, conducted audio-taped interviews with Jim and Frank Conklin in 2006. This program was initiated in 1994 for the purpose of capturing the memories of past CNEA Presidents, long-time employees and individuals with a lengthy association with the CNE. To date, the following individuals have been interviewed: Alfie Phillips, Gerald Charney, Richard Stackhouse, James Fraser, John Withrow, Reginae Tait, Irene Palmer, Allan Lamport, Sam Sniderman, Richard Horkins, Clifford Hunt, David Garrick, Derwyn Shea, Howard Tate, Howard Cable, Barbara Maskell, Eva Gordon and Mike Filey. The tapes from completed interviews are stored in the Archives and are available to researchers unless otherwise restricted for a defined period of time. The Oral History Project will be temporarily discontinued in 2007, with interviewees to resume in 2008.

Fundraising

During the 2006 CNE, staff sold surplus material such as duplicate copies of CNE programs, annual reports, and CIAS programs. Books were also sold on behalf of two publishers: *Canadian Cookbook* by Kate Aitken (Firefly Books) and *A Photographic Portrait* by Mike Filey (Magic Light Publishing). The arrangement was that the CNE Foundation would receive 50% of the revenue generated from the sales of the books. Total revenue raised during the CNE for the Foundation was \$1,928.

Staff will sell the Kate Aitken and Mike Filey books during the 2007 CNE. Duplicate material will also be for sale. This material comes from two sources: uncovered as staff process (organize and catalogue) the records of the CNE; and from a private source. In the latter instance, fifty percent of the proceeds from the sale will go to the CNE Foundation while the other fifty percent will go to the owner of the material.

Processing Records – Contract Position

A Project Archivist was hired in 2005 to help process a backlog of CNE records. Originally to be of six-month duration, the position was extended and continued through 2006 and into 2007. The Project Archivist reviews (file-by-file and at times page-by-page) the records of individual departments. This way, records that do not possess any long-term value can be identified and culled. Primarily, records culled include photocopies of budgets, duplicate reports and copies of published material used for reference. This project was initiated to reduce the volume of material held in the Record Centre and free up space for new, incoming records. To date, approximately 500 cubic feet (or 500 bankers' boxes) of records have been culled each year of the project.

The role of the Project Archivist was also expanded in 2007 to include the scanning of cellulose acetate negatives. Please see Alexandra Photo Studio Collection – Cellulose Acetate Preservation Project below.

Alexandra Photo Studio Collection – Cellulose Acetate Preservation Project

This project began in the fall of 2006 and will continue for several years. It involves scanning over 10,000 photographic negatives from the Alexandra Photo Studio Collection that are made of cellulose acetate (approximately 10% of the collection). After scanning, the original negatives are carefully packaged (as per instruction provided by the conservator at the City of Toronto Archives) and put in cold storage to halt further deterioration. The deterioration of cellulose acetate negatives has become an issue in archives all over the world. This problem, characterized by an odor similar to vinegar, is the result of the deterioration of the acetate base of negatives made in the 1940s, 50s and early 60s. Even the best preservation methods (stable temperature and relative humidity as well as acid-free enclosures) will not halt the progress of vinegar syndrome. The deterioration eventually leads to the loss of the image.

To date, the Project Archivist has scanned and packaged nearly half of the at-risk negatives.

Grants

Part of the Alexandra Photo Studio Collection Project also involves linking the recently scanned images with existing catalogue entries and making this information available through the internet. In 2006, a grant was applied for under the Canadian Council of Archives (CCA) to facilitate this aspect of the project. Word was recently received that the grant has been approved. This is a cost shared program. The CCA will provide \$3,135 in funding, Exhibition Place will provide \$3,653 in cash and in-kind contribution and a consultant on the project, Maria Phipps and Associates, will provide an in-kind contribution of \$2,508. The total value of the project is \$9,296.

In 2007, staff will apply for another CCA grant for supplies, such as a second freezer, acid-free negative enclosures and other items needed to continue the Cellulose Acetate Preservation Project.

As a point of interest, CCA grants have not been available for several years while the program was revamped by the federal government. In the 1990s, staff of the Archives applied for and received CCA grants on an annual basis. Over the course of that decade, nearly \$90,000 was received from the CCA. The CCA grant program was set up in the late 1980s by Ottawa specifically because there was no other source of grants available to archives in Canada. In the 1990s, the ceiling for CCA funds, per project, was \$25,000; it is now \$5,000.

Volunteer Program

In 2006, the Archives had one volunteer who did the background research and sourcing of suppliers for the Cellulose Acetate Preservation Project mentioned above.

In 2007, we were lucky enough to attract a volunteer who is a graduate of the Kodak Eastman House program in film. As she is awaiting landed immigrant status and cannot work in Canada, she is volunteering in several institutions. Her presence means that our film collection is finally receiving the type of care and review that only an expert in film could possibly provide. Staff will consider her recommendations and take action where possible, depending on available resources.

Donations of artifacts to the Archives and Gift-In-Kind Tax Receipts Issued

In 2006, eighteen individuals donated artifacts, photos or other material to the Archives. Of these, four received Gift-in-Kind tax receipts issued by the CNE Foundation.

Thus far in 2007, the Archives has received six donations of artifacts or other material.

Doors Open Toronto

Staff coordinated Exhibition Place's participation in Doors Open Toronto in 2006 and 2007.

In 2006, we had two Exhibition Place buildings open to the public as part of Doors Open Toronto: the Press Building and Stanley Barracks. Also open were Liberty Grand, Scadding Cabin and the Horse Palace. Within the Horse Palace, participants included the Toronto Police Mounted Unit, City of Toronto Animal Services and the Riding Academy. Staff of the Archives also prepared and presented two exhibits in the Horse Palace to compliment other exhibits and activities going on in that building.

In 2007, staff of Records & Archives opened the Green Roof of the Horse Palace as part of Doors Open Toronto. Tours were given of the meadow and photovoltaic panels on the roof every half hour with members of the public queuing up as soon as the building opened in the morning. The tours were given by the General Manager of Operations, Mark Goss. As in 2006, Liberty Grand and Scadding Cabin were open as was the rest of the Horse Palace, with events coordinated by the Mounted Unit, Animal Services and the Riding Academy. In 2007, BMO Field also participated and volunteers from La Société d'histoire de Toronto were also present, talking to the public about the history of Fort Rouillé (this French fort was originally located between the present-day Bandshell and Scadding Cabin).

Walking Tour

For the past several years, Heritage Toronto has sponsored a walking tour program within the City. Each walking tour is of a different part of the City and led by various volunteers. For instance, there are walks through Cabbagetown, Lawrence Park, Union Station and the Railway Lands, etc. Starting in 2005, a guided walk through Exhibition Place was included in the City's program. Coordinated by Archives staff, the walk was led by Steve Collie, a veteran walking-tour host and a member of the "Friends of the CNE." Staff were also available to answer questions about the history of the CNE and Exhibition Place. This program continues in 2007 and this year's walk will take place on June 24th.

Other Functions

Freedom of Information and Protection of Privacy Access Requests

Staff deals with access requests made to Exhibition Place under the Municipal Freedom of Information and Protection of Privacy Act. Each year, a handful of requests formally submitted to Exhibition Place for access to otherwise confidential records are dealt with. Although few requests are received annually (a situation similar to many small municipal bodies, boards and agencies), each request requires many hours to complete.

The main function staff fulfils in relation to the Act is ensuring that Exhibition Place is in compliance with the legislation. For instance, various departments routinely collect personal information from the public and often seek the assistance of Archives staff in determining the proper way to collect, disclose and dispose of this information.

Records Management

Staff manages a Records Management Program that includes the control of both active (those in current use) and inactive records (those sent to the Exhibition Place Record Centre). Any files opened since the year 2000 must be classified by subject and bar-coded (an annual output of 5,000 to 6,000 files). The information is entered into a database maintained by the City of Toronto. The database allows for the tracking of records from creation to inactivity to destruction or transfer to Archives.

Only records of long-term legal, administrative, fiscal or historical value become archival, the rest are destroyed. In 2005, staff submitted the first segment of a Records Retention Schedule, covering over a hundred classes of records, to City Legal. After lengthy discussions with City Legal and the review of the Records Retention Schedule by Exhibition Place executives, the City Archivist, City Auditor and the external auditor for Exhibition Place, the schedule was approved by the Board of Governors of Exhibition Place and City Council. An amendment to the 2005 Records Retention Schedule will be submitted to the City in 2007 which will cover classes of records not included in the previous schedule.

Each autumn, staff conduct a Records Management Compliance Audit to ensure all record creators are reporting new files to the Records Analyst. This process helps in identifying employees behind on their requests for bar-coded labels. An audit was held in 2006 and another will be held in the autumn of 2007.

Conclusion:

This report reviews the programs initiated by Records & Archives in 2006 and introduces programs developed and/or being pursued in 2007.

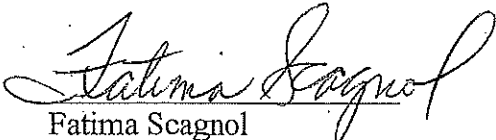
Contact:

Linda Cobon, Manager/Records & Archives

Telephone 416-263-3658

Fax: 416-263-3681

Email: LCobon@explace.on.ca



Fatima Scagnol
Corporate Secretary