MESSAGE FROM THE CITY CLERK

As City Clerk, it is my pleasure to present the 41st annual published report of the City of Vancouver Archives. Established in 1933, the Archives is dedicated to the preservation of the corporate memory of the City of Vancouver and Vancouver’s documentary heritage.

Public access and engagement continued to be priorities for the Archives in 2018. The Archives’ ever-expanding digital holdings grew to 76.4TB and over 150,000 digital items are now available online through searcharchives.vancouver.ca. Out in the community, the Archives team participated in various events including Winter Wander in Vanier Park, the Vancouver Heritage Foundation’s Places that Matter Community Celebration, Marpole Community Day, and the 2018 Langara student exhibit “Merging Time,” on display in the Archives’ Gallery from mid-September to December. The Archives’ online presence includes their blog, AuthentiCity, and Twitter (@VanArchives) and Facebook pages, all of which provide forums to engage in discussion about the City’s records and the work of the Archives.

As we look forward to 2019 I encourage you to engage with our knowledgeable and passionate team to learn, explore and experience all that the City of Vancouver Archives has to offer.

Katrina Leckovic
City Clerk

vancouver.ca/archives
1150 Chestnut Street
Vancouver, BC
V6J 3J9
604.736.8561
2018 HIGHLIGHTS

Not unexpectedly, in 2018 we focused largely on our project to prepare the Archives’ holdings to move out of Vanier Park.

In 2017, we received capital funding to begin this work, the goal of which is to ensure the holdings are not put at risk of damage or loss during a move. The work includes a holdings inventory, boxing of unboxed records and re-boxing of inappropriately housed records, assignment of identifiers and locations to all boxes and barcoding and electronic tracking of boxes and locations.

By the end of 2017, with the assistance of one conservator and one archival assistant, we surveyed the holdings to determine supplies needs and implemented a pilot project for the inventory work. In 2018, a second conservator, second archival assistant and two archivists were hired, rounding out the conservation and inventory teams. By the end of the year, 1,000 custom boxes had been built by the conservation team to house 54% of our bound unboxed records. We had difficulty staffing the inventory team, reaching the full team complement only in early December, so that part of the project got off to a slower start. By the end of the year, however, 19% of the inventory work had been completed. Late in the year we procured and installed software to manage box locations, with testing and training scheduled for early 2019. Barcoding of boxes will follow, in step with the inventory process. The pre-move work will continue into 2021, with the move itself anticipated in late 2022.

It is also worth noting that $18 million in funding was allocated in the City’s Four Year Capital Plan, approved on the November municipal ballot, for renovations to accommodate the Archives on Level 7 of the Vancouver Public Library’s (VPL) Central Library. As part of this process, during the summer key Archives staff members assisted in work to confirm the physical capacity of the space. We did anticipate working on a service level agreement to allow for the integration of the Archives staff with that of VPL, a governance decision on this having been reached in February, but this was put on hold while a new City Clerk and new Chief Librarian were briefed on various aspects of the relocation project.

Space planning and its attendant disruption to our regular work has become somewhat business as usual here at the Archives. We were delighted, though, to accept a wonderful acquisition in 2018: the BC Gay and Lesbian Archives (BCGLA) collection.

The BCGLA is a collection established in 1976 by Ron Dutton. For over forty years, he acquired and described records, photographs, periodicals, ephemera, and audiovisual materials of significance to the LGBTQ2+ community in Vancouver and British Columbia, and provided access to these materials from his home. Ron is a forward-thinking and inclusive collector and archivist who consciously sought to acquire materials representing a broad range of LGBTQ2+ experiences and identities from the 1960s through the current decade, and the collection documents the evolution of a traditionally marginalized community whose lives and activities have historically been underrepresented in archival holdings.

Because the collection had been so actively used by the public under Ron’s stewardship, we prioritized the rehousing and description of the collection’s two textual records series: its subject files and periodicals, and these are now available to the public here in the reading room. What remained inaccessible were the collection’s 7,400 photographs, 2,000 posters, 100 VHS tapes, and 50 audio recordings documenting topics as diverse as First Nations drag performers and HIV/AIDS activists, LGBTQ2+ community seniors, transgender activists, youth groups, and religious groups across a range of traditions.

Without external funding, it would take us considerable time to complete the item-level description that would make these items discoverable through our online database, and digitization would be years away. That is why we were delighted to learn in the fall that we were one of only 21 organizations in Canada chosen to receive project funding from the National Heritage Digitization Strategy. The NHDS, through the Department of Canadian Heritage, received funding from a private donor to digitize analogue documentary heritage collections of national significance. With that funding, we will be able to describe and digitize all of the posters in the BCGLA collection, all of the audio visual works and 5,400 of the 7,400 photographs by the end of August 2019.

Much change was thrown at the Archives team in 2018, and I am grateful to each and every staff member for their trust and professionalism through the year. I would also like to thank, on behalf of the entire team, our new City Clerk, Katrina Leckovic, for her enthusiasm and support for what we do.

Heather M. Gordon | City Archivist
The Archives is the largest repository for the documentary heritage of Vancouver and its holdings include:

- 2,500 linear meters of textual City records
- 1,800 linear meters of textual records from individuals, organizations, and institutions
- 7.2 million photographs
- 70,700 architectural drawings
- 13,000 pamphlets
- 6,800 maps
- 6,000 City publications
- 3,000 postcards
- 1,300 works of documentary art
- 2,500 audio recordings
- 2,900 moving image records
- 76.4TB of born-digital and digitized records

DATABASE DEVELOPMENT
At December 31, 2018, the number of descriptive records in the Archives’ database stood as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>fonds/collection</td>
<td>923</td>
</tr>
<tr>
<td>sous-fonds</td>
<td>15</td>
</tr>
<tr>
<td>series</td>
<td>1,775</td>
</tr>
<tr>
<td>sub-series</td>
<td>433</td>
</tr>
<tr>
<td>file</td>
<td>152,307</td>
</tr>
<tr>
<td>item</td>
<td>177,010</td>
</tr>
<tr>
<td>part</td>
<td>7,350</td>
</tr>
<tr>
<td>Total</td>
<td>339,813</td>
</tr>
</tbody>
</table>

At December 31, 2018, the number digital objects in the Archives’ database stood as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image</td>
<td>153,999</td>
</tr>
<tr>
<td>Text</td>
<td>561</td>
</tr>
<tr>
<td>Video</td>
<td>885</td>
</tr>
<tr>
<td>Audio</td>
<td>496</td>
</tr>
<tr>
<td>Other</td>
<td>1,482</td>
</tr>
<tr>
<td>Total</td>
<td>157,423</td>
</tr>
</tbody>
</table>

REPRODUCTION ORDERS
A total of 121 reproduction orders were completed (including 103 online) for a total of 281 items. Two were reproductions of moving image records. Revenue generated from reproduction charges was $6,877.

PUBLIC SECTOR RECORDS
Records scheduled for archival retention through the City of Vancouver Records and Information Management program arrive on a regular basis. The following is a list of the public records processed this year.

<table>
<thead>
<tr>
<th>Department</th>
<th>Retained &amp; Described</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor’s Office</td>
<td>14.3 m</td>
</tr>
<tr>
<td>(including Philip Owen’s papers)</td>
<td></td>
</tr>
<tr>
<td>City Councillors</td>
<td>35.3 m</td>
</tr>
<tr>
<td>(including Lynne Kennedy’s and</td>
<td></td>
</tr>
<tr>
<td>Gordon Price’s papers)</td>
<td></td>
</tr>
<tr>
<td>City Manager’s Office</td>
<td>22.0 m</td>
</tr>
<tr>
<td>City Clerk’s Office</td>
<td>4.0 m</td>
</tr>
<tr>
<td>Financial Services</td>
<td>3.6 m</td>
</tr>
<tr>
<td>Planning &amp; Development.</td>
<td>11.3 m</td>
</tr>
<tr>
<td>TOTAL</td>
<td>90.5 m</td>
</tr>
</tbody>
</table>

PRIVATE SECTOR RECORDS
In 2018, 63 private-sector accessions were completed. These included textual records, photographs, architectural drawings, maps, audio recordings, film, and video. Acquisitions of note include:

- BC Gay and Lesbian Archives collection, ca. 1940-2018. Donation consists of ~26 metres of textual material, ~7,400 photographs, ~2,000 posters and ~150 audio-visual works.
- Pender Guy Radio Collective fonds, 1976-1981. Donation consists of ~700 audio recordings of the Pender Guy Radio program, including master program tapes and supplementary audio.
- Neon Products records. Donation consists of production records for Neon Products signs, including sketches of sign designs, cost estimates and billing information.
- Pantages Theatre blueprints and other documents, 1914-1966. Donation includes original sets of blueprints for the Pantages Theatre, including elevations, floor plans, and details of construction; a large coloured architectural rendering of the façade; and original blueprints of the Great Northern Terminal station at Main and Terminal in Vancouver.
- An accrual to the Western Art Circle fonds, including financial and membership records, minutes, clippings, and scrapbooks.
- An accrual to the Brock House Society fonds, including programs, newsletters, event and festival records, correspondence, and committee records.
- Expo ’86 photograph albums and scrapbook. Compiled by donor who attended Expo 93 times. Includes programs, photographs, news clippings, and other ephemera.
- Kerrisdale Community Centre Society board and committee minutes, administrative records and photographs.
- Original political cartoon drawings by local artist Ernest R. McTaggart depicting World War II.
Our Holdings

FINANCIAL REPORT

OPERATING BUDGET: REVENUES*

Recoveries
Sale of photographs, photocopies, publications and tax searches $10,619
Grants 37,684
TOTAL $48,303

OPERATING BUDGET: EXPENDITURES

Salaries $886,838
Supplies and Services 79,701
TOTAL $966,539

ENDOWMENT FUNDS

<table>
<thead>
<tr>
<th>Fund</th>
<th>Expenditures</th>
<th>Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Matthews Memorial Fund</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>1,329</td>
<td></td>
</tr>
<tr>
<td>Schwesinger Legacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication Sales</td>
<td>362</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>3,170</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4,861</td>
<td></td>
</tr>
</tbody>
</table>

PROFILE OF USERS

Users who do research on site at the Archives are as many and varied as their topics. We serve a wide variety of citizens, institutions and organizations. On-site users represented 37% of our researchers; off-site users (those who rely on our services by telephone, mail, fax and e-mail) represented 63%.

Researchers on site at the Archives

<table>
<thead>
<tr>
<th>Researcher Type</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist</td>
<td>3%</td>
</tr>
<tr>
<td>Business</td>
<td>6%</td>
</tr>
<tr>
<td>City of Vancouver Staff</td>
<td>4%</td>
</tr>
<tr>
<td>General Public</td>
<td>49%</td>
</tr>
<tr>
<td>Government - Federal, Provincial, Regional, Other Municipal, First Nations</td>
<td>1%</td>
</tr>
<tr>
<td>Media</td>
<td>0%</td>
</tr>
<tr>
<td>Religious/Cultural Institution</td>
<td>3%</td>
</tr>
<tr>
<td>School</td>
<td>2%</td>
</tr>
<tr>
<td>Society or Association</td>
<td>1%</td>
</tr>
<tr>
<td>University/College</td>
<td>30%</td>
</tr>
<tr>
<td>Other</td>
<td>1%</td>
</tr>
</tbody>
</table>

Research Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biography</td>
<td>3%</td>
</tr>
<tr>
<td>Building</td>
<td>22%</td>
</tr>
<tr>
<td>Business/Industry</td>
<td>2%</td>
</tr>
<tr>
<td>City of Vancouver Government</td>
<td>3%</td>
</tr>
<tr>
<td>Genealogy</td>
<td>4%</td>
</tr>
<tr>
<td>Maritime</td>
<td>1%</td>
</tr>
<tr>
<td>Military</td>
<td>1%</td>
</tr>
<tr>
<td>Neighbourhood</td>
<td>20%</td>
</tr>
<tr>
<td>Social/Cultural</td>
<td>33%</td>
</tr>
<tr>
<td>Site Assessment</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>6%</td>
</tr>
</tbody>
</table>

Preservation

In support of our digitization program, thousands of photographs were inspected and some were treated for tears, and cleaned of adhesive residue and surface dirt. The millions of Pacific Press photographs acquired in 2017 were surveyed, a conservation plan was created and rehousing began. In a separate survey, the volume of special media in our holdings which require frozen and cold storage was determined. Our second photographic storage freezer was commissioned and ready for use.

Preservation Statistics

Architectural drawings treated 3
Photographs treated 1,090
Other:
Internet Inquiries: 6
Telephone Inquiries 3

Digitization Program

We digitized 2,026 more photographs from the Paul Yee fonds, 5,327 of Don Colman’s photographs from the Williams Brothers Photographers Collection, 166 photographs from the Vancouver Public Aquarium Association fonds, 727 glass negatives, 182 maps and 2,985 other images. Digitization of the Don Colman acetate negatives was done in the fume hood because of the health risk of acetic acid vapour. Digitization of Council Minutes from the late 1960s began. The Tax Assessment Indexes were digitized for easier access in the Reading Room by researchers.

In 2018, the following records were digitized:

- 11,413 images
- 8,790 pages of text
- 46 moving images
- 428 audio

Digitization technician Mandy Roddick scanning deteriorating Don Colman acetate negatives in the preservation lab fume hood.

Photographer Sue Bigelow
DONORS

The Archives could not preserve Vancouver’s documentary heritage without the concern and active support of the many organizations and individuals who donate records and other materials. Thank you to our 2018 donors.

Arbutus Ridge Community Association
Beaudoin, Sophie
Bennett, Don
Brock House Society
Cairns, Craig
Campbell, Holly
Clarke, Barbara
Clarke, Vivien
Coombes, Michael
Cunningham, Denise
Davis, Maria
Downs, Barry
Dutton, Ron
Gauvin, Emma
Goodwin, John
Goosen, Chester
Graham, Diana
Grant, Tom
Hafeez, Irfan
Harry Rankin Film Society
Houle, Paul
Irving, Arthur, Estate of
Jeffries, Bill
Kellet, Gordon
Kerrisdale Community Centre Society
Kiss, Zoltan
Knox, Elizabeth
Leithead, Joanne
Levenston, Michael
MacLatchy, John
Mays, Lorna
McKenzie, Robin
Museum of Vancouver
Normandeau, Stephanie
Noseworthy, Herb
Parker, Diane
Pattison Sign Group
Peachey, Walter
Pender Guy Radio Collective
Plant, Mary
Robertson, Guy
Robinson, Sherri
Stevenson, Tim
Street, Sara
Sullivan, Eileen
Summerland Museum and Archives Society
Taylor, Paul
Thompson, Flora
Uyeda, Leslie
Vancouver Natural History Society (Nature Vancouver)
Western Art Circle
Ward, Robin
Welwood, Ron

Services to citizens are a top priority for the Archives. We serve the community by acquiring records from donors, preserving them, and making them available to a wide variety of users and researchers. The community accesses our services by website, e-mail, phone, fax, regular mail, personal visits, and tours.

**Service Statistics**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher visits</td>
<td>1,492</td>
<td>1,366</td>
</tr>
<tr>
<td>New Researcher Registrations</td>
<td>576</td>
<td>559</td>
</tr>
<tr>
<td>Document retrievals</td>
<td>8,389</td>
<td>7,129</td>
</tr>
<tr>
<td>Telephone</td>
<td>980</td>
<td>815</td>
</tr>
<tr>
<td>E-mail</td>
<td>1,534</td>
<td>1,216</td>
</tr>
<tr>
<td>Mail &amp; Fax</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Social Media</td>
<td>38</td>
<td>54</td>
</tr>
</tbody>
</table>

**Web Statistics**

searcharchives.vancouver.ca: 370,807 visits

**AuthentiCity Blog:**

- Sessions: 16,601
- Users: 14,054
- Pageviews: 29,276

**YouTube (total views-64 videos):** 10,139

**Flickr views of images:** 212,367

**Partnerships**

In 2018, the Archives collaborated on projects with a number of outside organizations including the following:

- Historypin
- Internet Archive
- Langara University
- Vancouver Heritage Foundation

**Exhibitions and Displays**

- W.J. Moore Panoramas (Gallery)
- Merging Time (Gallery)
- Games in the City (Video Wall)
- Food and Drink: Growing, Making, Buying and Consuming (Video Wall)
- Vancouver Elections (Video Wall)
- Vancouver Vignettes (Video Wall)
- Goods and Services: Businesses in Vancouver (Video Wall)

**Staff Development**

- Glenn Dingwall and Jana Grazley attended the Association of Canadian Archivists annual conference in Edmonton
- Glenn Dingwall attended the iPRES International Conference on Digital Preservation in Boston
- Sue Bigelow attended the Pacific Conservation Group meeting in Victoria
- Heather Gordon, Glenn Dingwall, Sharon Walz, Kira Baker, and Bronwyn Smyth attended the ACA@UBC Symposium on balancing access and privacy rights in the digital age

**Special Events/Outreach Highlights**

- The Archives participated in the Winter Wander event at Vanier Park on February 3
- The Archives staffed a booth at the Places that Matter Community Celebration on February 21
- The Archives participated in the Records at Work Day event at City Hall on April 5
- The Archives staffed a booth at Marpole Community Day on June 2
- The 2018 Langara student exhibit “Merging Time” was on display in the Archives’ Gallery from mid-September to December

**Tours**

Over a dozen tours or class orientations were held in 2018, including the following:

- UBC SLAIS ARST 573 class
- UBC Theatre class
- BCIT Architecture class
- Langara Library Technician students
- Quest University class
- Alcuin College class
- Visual Researchers Society of Canada members
- Councillors Christine Boyle, Adriane Carr, Pete Fry, Colleen Hardwick, and Michael Wiebe
- LGBTQ2+ Council Advisory Committee-Archives Subcommittee members
- Katrina Leckovic, City Clerk
- Christina de Castell, Chief Librarian
- Mayor’s Office staff
- COV Access to Information and Privacy department staff
- COV Business Planning and Project Support department staff
- COV Real Estate and Facilities Management department staff
- Outreach event tour winners
- Aalborg (Denmark) City Archives staff member
ORGANIZATION AND STAFF

In 2018, City of Vancouver Archives staffing stood at 8 regular full time positions.

City Archivist:
Heather Gordon

Archivists:
Kira Baker (TFT)
Laura Fortier (TFT)
Jamie Sanford (TFT)
Kristy Waller (AUX)
Chak Yung

Conservators:
Kathy Kinakin (AUX)
Paola Merkins (TFT)
Dorcas Tong (TFT)

Digital Archivists:
Glenn Dingwall
Jana Grazley
Sharon Walz

Digital Conservator:
Sue Bigelow

Office Assistant:
Jeannie Hounslow

Archival Assistants:
Junie Chow (TFT)
Mandy Roddick (AUX)
Bronwyn Smyth
Christine Tutt (TFT)
Kim Unruh (TFT)

VOLUNTEERS

Anita Bonson worked on re-housing projects in 2018.

MAJOR PROJECTS

• Heather Gordon oversaw the Archives’ Pre-move Project which will prepare the Archives’ holdings to move to its future home.
• Led by Sue Bigelow, Dorcas Tong and Paola Merkins carried out conservation-related tasks for the Pre-move Project.
• Led by Sharon Walz, Christine Tutt, Junie Chow, Jamie Sanford, Laura Fortier, and Kim Unruh carried out inventory-related tasks for the Pre-Move Project.
• Heather Gordon and Glenn Dingwall participated in the selection of the Archives’ new location management system software, with Glenn taking the lead on installation and testing.
• Heather Gordon and Glenn Dingwall worked with Resource Planning Group consultants to review RPG’s space capacity analysis presented in the 2017 Archives Functional Program report.
• With funding from the BC History Digitization Program, Archives staff completed a project to make 5,300 photographs by commercial photographer Don Coltman available on the Archives’ public-facing website. Sue Bigelow, Jana Grazley, Kristy Waller and Mandy Roddick were involved in completing this project.
• With funding from the Friends of the Vancouver City Archives, Mandy Roddick digitized, and Kristy Waller described, 2,000 photographs in the Paul Yee fonds; Kristy Waller also arranged and described the Hugh Pickett fonds to the file level and 752 photographs in the fonds to the item level.
• Bronwyn Smyth and Jana Grazley created descriptions of BC Gay and Lesbian Archives subject files and periodicals.
• Bronwyn Smyth began rehousing negatives in the Vancouver Sun and Province photograph collection, in preparation for their transfer to frozen storage.
• Kira Baker updated the Archives’ online research guides. She also updated the online research guide for property tax records to reflect a recent transfer from the City’s Revenue Services Department. The Archives now offers property tax records from the late 1880s up to 2005.
• Bronwyn Smyth created two new shows for the Archives’ video walls at City Hall and in the Archives’ Gallery.
The Board of Directors held eight meetings during the year. The Annual General Meeting was held on March 18 and featured an illustrated overview of the *Vancouver Sun* and *Province* photo collection by *Sun* and *Province* librarians Carolyn Soltau and Sandra Boutilier and writer John Mackie.

In 2018 the Friends provided funding in the amount of $13,500 to continue the Ongoing Vancouver Historic Photographs Description and Digitization Program. Since 2000, the Friends have directly contributed over $109,000 to this program matched with $120,450 from the BC Community Gaming Grant program.

In 2018 the Friends provided funding in the amount of $13,500 to continue the Ongoing Vancouver Historic Photographs Description and Digitization Program. Since 2000, the Friends have directly contributed over $109,000 to this program matched with $120,450 from the BC Community Gaming Grant program.


The Friends also held two sold-out walking tours of the Georgia viaducts in October and a successful fall fundraiser in November. The latter featured Eve Lazarus speaking on her latest book, *Murder by Milkshake*.

The Committee is authorized by City Council to assist the Archives on matters such as acquisition policy, donations, revenue projects, educational matters, public relations, and physical plant. It also oversees the use of the Major Matthews Memorial Fund. Neal Jennings attends meetings in the role of liaison from the Friends of the Vancouver City Archives. The Committee met twice in 2018, on March 13 and September 11.