

[vancouver.ca/archives](http://vancouver.ca/archives)

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## 2017 HIGHLIGHTS

Space issues continue to dominate activity at CVA, but came, in 2017, with some relief.

We were delighted to finally take possession of our interim storage facility in East Vancouver in the spring. Our Vanier Park site has been at capacity for a number of years, and we have made do by holding many large City records transfers in commercial storage, where they had previously been living out their semi-active life cycle. We used that same commercial solution to store larger, well organized private-sector donations, and so were able, for the most part, to respond when acquisition opportunities presented themselves. What commercial storage doesn't allow, however, is space for us to access the holdings and do the work of appraisal and processing.

We were lucky to find a local archival organization willing to share space in 2015, but they had to vacate their facility in early 2017. Our hunt was on for a City-owned solution, and our colleagues in the City's Real Estate and Facilities Management department secured a 12,000 square foot warehouse space for our use. With some surplus shelving installed, and some Moore panoramas on the office wall to make it pretty, we moved in in May. The facility is now home to 1,600 linear metres of records, pulled out of commercial storage over the course of about six months. Archives staff had arranged and described about 30 linear metres by the end of the year.

We were equally happy to see construction begin on a new frozen storage vault at Vanier Park. Our first one, built in 2002, had also reached capacity. Construction of this second vault took a bit longer than expected, but it was commissioned and ready for stocking with photographic negatives from the main mixed collections vault by the year end.

Early in the year, we concluded work with our Vancouver Public Library colleagues on a functional program for levels 1 and 7 of the Central Library, L7 being the selected site for a relocated CVA. This plan identifies the Archives' and VPL Special Collections' space needs and will inform the detailed design phase of space planning, currently scheduled for early 2019.

With the functional program completed, attention turned to operational issues and some examination of how the Archives and Special Collections would work together in a shared space on Level 7. In particular, several weeks were spent mapping out the processes undertaken by Archives staff with regard to our management of City records and where those activities intersect with City Records and Information Management staff and freedom of

information and protection of privacy legislation. That work will, in part, inform a governance decision expected in 2018.

Most game-changing of all, though, was the securing of capital funding to prepare the holdings to move out of Vanier Park. This "Pre-move" work, anticipated to take three years, is aimed at ensuring the holdings are not put at risk of damage or loss during a move, and includes holdings inventorying, boxing of unboxed records and re-boxing of inappropriately housed records, assignment of identifiers and locations to all containers and barcoding and electronic tracking of containers and locations.

Our first hire was a full-time reference archivist to allow regular staff to work on Pre-move activities. In the summer we hired the first of two conservators, with the second hired in December. She spent most of her time analyzing our supplies needs so we could secure procurement contracts for both standard and custom archival boxes. One of two Archival Assistants came on board in October and began working with one of our digital archivists to pilot an approach to the inventory work.

While all this was going on, donations didn't stop. Late in the year we were very pleased to finalize a donation agreement with Postmedia for their vast collection of *Vancouver Sun* and *The Province* negatives. The donation consists of approximately 5.6 million images from the two dailies (we originally estimated 2 million), 100,000 contact sheets and prints, and their associated finding aids. The images date from the 1940s to 2001, but primarily from 1970 to 1995. All photo shoots from the 1970s, 1980s and early 1990s are included, many from the 1960s, some from the 1950s and a few from the 1940s. The images represent all aspects of life in the city and the Lower Mainland: politics, people, entertainment, neighbourhoods, architecture sports, and more. Given the size of the collection and the breadth of subject matter, it has enormous research value locally, nationally and internationally, and represents the most significant photographic donation in the Archives' history. It made for quite the end of year.

As always, I thank the Archives staff for their hard work and good counsel. It is my privilege to serve with all of them, and I look forward to working with our very much expanded team in 2018.

**Heather M. Gordon** | City Archivist

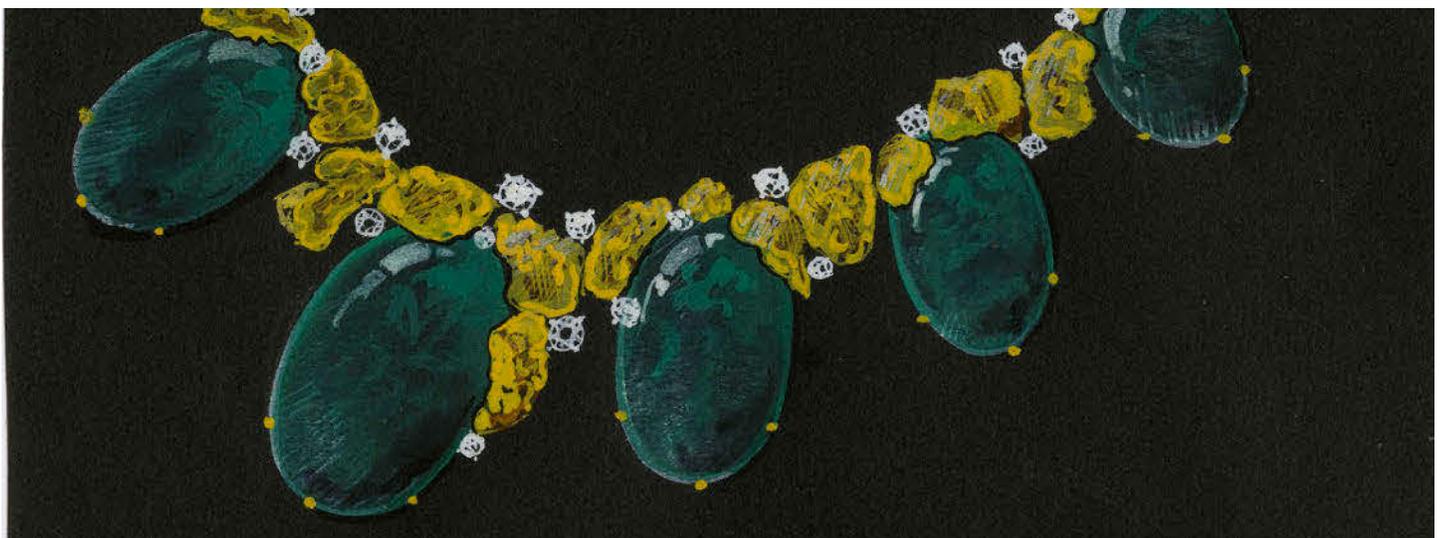
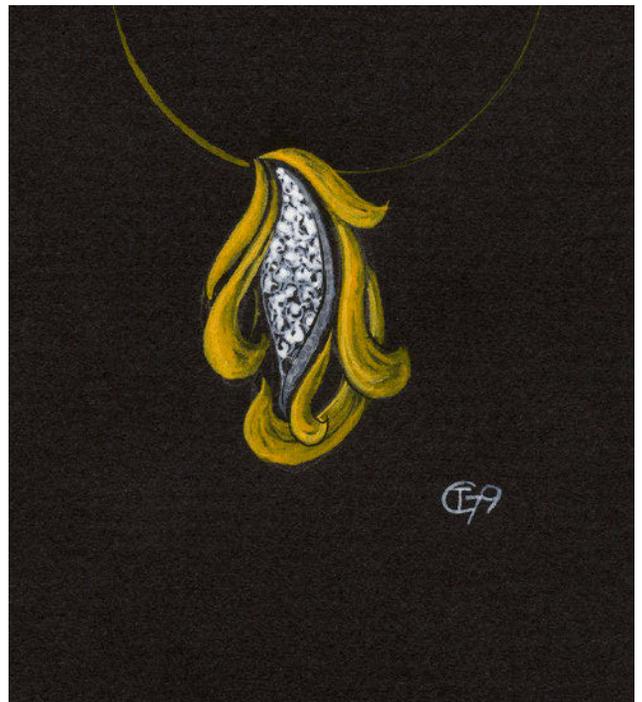
## Toni Cavelti fonds Now Available

Thanks to the generous support of creator and donor Toni Cavelti, we were able to make the records of his long artistic career in Vancouver available for research and also to digitize all the artwork in his fonds. The Toni Cavelti fonds consists of over 2,400 drawings and design materials, as well as promotional materials, and correspondence created by the prominent Vancouver-based jeweler.

It is a rare thing for donors of archival materials to accompany their donation with financial support for its processing. When it happens, we are able to expedite making the records available for research and, often, extend accessibility through digitization. While the core

activities of the Archives are generously funded by the City of Vancouver, our digitization program is largely supported through grants and donations. Private-sector donors play a key role in sustaining this program.

The Cavelti fonds is an excellent example of a fonds made for digital access. Not only are Mr. Cavelti's designs beautiful works of art, they offer a wonderful resource for students of art and design and for fellow artisans. This was a key driver in Mr. Cavelti's desire to support the records' digitization and to assign copyright in the material to the City: so that his work could be studied and enjoyed by people around the world.



*Necklace drawing (above left) by Toni Cavelti. Reference code AM1670-S1-F12-: 2016-051.A12.001*

*Necklace drawing (above right) by Toni Cavelti. Reference code AM1670-S1-F12-: 2016-051.A12.015*

*Detail of necklace by Toni Cavelti for Queen Elizabeth (bottom). Reference code AM1670-S1-F18-: 2016-051.466*

## Our Holdings

The Archives is the largest repository for the documentary heritage of Vancouver and its holdings include:

- 2,500 linear meters of textual City records
- 1,750 linear meters of textual records from individuals, organizations, and institutions
- 7.2 million photographs
- 70,600 architectural drawings
- 13,000 pamphlets
- 6,800 maps
- 6,000 City publications
- 3,000 postcards
- 1,300 works of documentary art
- 1,700 audio recordings
- 2,800 moving image records
- 74TB of born-digital and digitized records

### DATABASE DEVELOPMENT

At December 31, 2017, the number of descriptive records in the Archives' database stood as follows:

Level	Total
fonds/collection	925
sous-fonds	15
series	1752
sub-series	430
file	141,106
item	154,972
part	6,881
<b>Total</b>	<b>306,081</b>

At December 31, 2017, the number digital objects in the Archives' database stood as follows:

Type	Total
Image	128,280
Text	555
Video	869
Audio	387
Other	496
<b>Total</b>	<b>130,587</b>

### Reproduction Orders

A total of 146 reproduction orders were completed (including 141 online) for a total of 508 items. Three were reproductions of moving image records. Revenue generated from reproduction charges was \$10,377.

### 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.

Department	Retained & Described
City Clerk's	33.4 m
Community Services	5.9 m
Finance	5.1 m
Human Resources - EEO	1.2 m
Mayor's Office	18.3 m
Planning & Development	0.6 m
<b>TOTAL</b>	<b>64.5 m</b>

### PRIVATE SECTOR RECORDS

In 2017, 56 private-sector accessions were completed. These included textual records, photographs, architectural drawings, maps, audio recordings, film, and video. Acquisitions of note include:

- *Vancouver Sun* and *The Province* photographic negatives ca. 1945-2001. Donation consists of 5.57 million photographic negatives and associated indexes.
- An accrual to the Paul Yee fonds, including correspondence files, personal journals, and records related to the writing of *Saltwater City* and other Chinatown history projects.
- An accrual to the Yaletown Productions fonds, including 3,200 photographs, promotional material, video, and video playback equipment.
- An accrual to the Bruno Freschi fonds, consisting of records from a project to re-envision the waterfront district of the City of Buffalo, New York.
- Commonwealth Construction Company photograph collection ca. 1900-1980. Donation consists of about 1,500 construction photos of the projects done by Commonwealth Construction Company in various locations in the Greater Vancouver area.
- An accrual to the VANOC fonds, consisting of 9 m of textual records, 1 hard disk and ~1000 optical discs.
- Records of former City Councillor (Gregory) Bruce Yorke. Donation consists of 8 m of textual records related to COPE, Vancouver Tenants Council and various local issues, as well as the Communist Party of Canada, the Canadian Peace Council, and other topics such as nuclear power and labour politics.
- Henry Mole diaries 1872-1914, consisting 35 diaries of Vancouver pioneer and Point Grey Alderman, Henry Mole.
- Photographs documenting World War 1-era shipbuilding in Vancouver. Donation consists of 72 glass plate negatives.

## PRESERVATION

In support of our digitization program, thousands of photographs and maps were inspected and some were treated for tears and surface dirt. City Council Minutes from the late 1960s were prepared for digitization. Thousands of photographs were repackaged and prepared for freezing in our newest walk-in freezer. Digital objects created through our digitization program were preserved in our digital preservation system, and we passed the milestone of 130,000 digital objects made available online.

### Preservation Statistics

Maps and plans treated	175
Photographs treated	937
Textual records treated	42
Other:	
Internet Inquiries:	8
Telephone Inquiries	2

### Digitization Program

We digitized 1,816 photographs from the Paul Yee fonds, 6,932 photographs from the City's heritage inventories, 740 glass negatives, 718 photographic postcards (both sides) and 957 other images. Seven of the audio recordings digitized were on wire.

In 2017, the following records were digitized:

- 12,172 images
- 14 moving images
- 129 audio

### 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 40% of our researchers; off-site users (those who rely on our services by telephone, mail, fax and e-mail) represented 60%.

#### Researchers on site at the Archives

Artist	4%
Business	9%
City of Vancouver Staff	2%
General Public	43%
Government – Federal, Provincial, Regional, Other	
Municipal, First Nations	0%
Media	0%
Religious/Cultural Institution	3%
School	8%
Society or Association	2%
University/College	28%
Other	1%

#### Research Subject

Biography	2%
Building	19%
Business/Industry	3%
City of Vancouver Government	4%
Genealogy	5%

Maritime	2%
Military	2%
Neighbourhood	14%
Social/Cultural	32%
Site Assessment	5%
Other	13%

### 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 2017 donors.

Anderson, Wendy  
Blackhall, Ken  
Bulkley Valley Museum  
Catholic Archdiocese of Vancouver  
Cavelti, Toni  
Clarke, Wendy  
Collier, Mike  
Dempster, Eleanore  
Downs, Barry  
Faulks, Eric  
Fownes, Anita  
Fraser Valley Regional Library  
Freschi, Bruno  
Furatian, Laith  
Greater Vancouver Floating Home Co-op  
Harry Lash Library  
Henry Mole family  
Hill, Norman  
Hurley, Claire D.  
Inglis, Brian  
Ingraham, Kathy  
Liddle, Bev  
MacNeill, Allan  
Mears, Bronwen  
Mullins, Doug  
O'Carroll, Anthony  
Pendril Brown, Rex  
Poulin, Dennis  
Ranger, Ross  
Richmond Gateway Theatre Society  
Ryder, June M.  
Segal, Carole  
Sigal, Cecil  
Simons, Paris  
Squair, Robert  
Thiel, Linda  
van der Hoop, Shaun  
VANOC  
Wade, Andrew  
Wadsworth, Richard  
Ward, Kerri  
Warren, Charlotte  
Wills, Linda  
Yee, Paul  
Yorke, David

## FINANCIAL REPORT

### OPERATING BUDGET: REVENUES

#### Recoveries

Sale of photographs, photocopies, publications and tax searches \$12,086

Grants 41,600

**TOTAL \$53,686**

### OPERATING BUDGET: EXPENDITURES

Salaries \$895,971

Supplies and Services 59,746

**TOTAL \$955,717**

### ENDOWMENT FUNDS

Fund	Expenditures	Revenues
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#### Major Matthews

##### Memorial Fund

Donations \$500

Interest 1,063

##### Schwesinger Legacy

Publication Sales 428

Interest 2,112

**TOTAL \$4,103**

## ARCHIVES IN THE COMMUNITY

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

	2017	2016
Researcher visits	1,366	1,696
New Researcher Registrations	559	614
Document retrievals	7,129	8,474
Telephone	815	1,018
E-mail	1,216	1,128
Mail & Fax	3	5
Social Media	54	72

### Web Statistics

[searcharchives.vancouver.ca](http://searcharchives.vancouver.ca): 280,587 visits (Jan-Jun, Sep-Dec)

Note: Data for July-August not available due to analytics software upgrade

### AuthentiCity Blog:

Sessions 14,417

Users 12,058

Page views 27,051

YouTube (total views-64 videos): 8,516

Flickr views of images: 265,653

## Partnerships

In 2017, the Archives collaborated on projects with a number of outside organizations including the following:

- Café Minerva
- Historypin
- Internet Archive
- InterPARES
- Museum of Vancouver
- Library and Archives Canada
- Vancouver Heritage Foundation

## Exhibitions and Displays

- W.J. Moore Panoramas (Gallery)
- Forces Shaping the City (Video Wall)
- Games in the City (Video Wall)
- Vancouver Vignettes (Video Wall)

## Loans

- Panorama photograph display in the Mayor's Office
- Panorama photographs for display in Councillors Meggs', Stevenson's and Bremner's offices
- Panorama photographs for display in the City Manager's Office corridor and boardroom
- King John Sword replica to St. John Ambulance BC & Yukon Council Provincial Headquarters

## Tours

Over a dozen tours or class orientations were held in 2017, including the following:

- UBC History 490R class
- UBC SLAIS ARST 573 class
- SFU Visual Arts class
- ECUAD Photography class
- BCIT Architecture class
- Langara Library Technician students
- Ideal Mini School students
- City School students
- Association of Canadian Map Librarians and Archives members
- Société historique Francophonie members
- BC Retired Teachers Heritage Committee
- Councillor Hector Bremner
- COV Engineering Team Services records staff
- COV Business Planning and Project Support department staff

## Special Events/Outreach Highlights

- Archives staff participated in the Winter Wander event at Vanier Park on February 4
- Archives staff participated in the Records at Work Day event at City Hall on April 5
- Archives staff participated in Doors Open Vancouver at City Hall on June 24

## Staff Development

- Jana Grazley and Heather Gordon attended the Assoc. of Canadian Archivists conference Ottawa
- Glenn Dingwall attended the Society of American Archivists conference in Portland, Oregon
- Sue Bigelow and Sharon Walz presented on the digitization of the 1912 Goad's Vancouver Fire Insurance atlas project at the Association of Canadian Map Librarians and Archives conference in Vancouver

## ORGANIZATION AND STAFF

In 2017, City of Vancouver Archives staffing stood at 8 regular full time positions.

### City Archivist:

Heather Gordon

### Archivists:

Kira Baker (TFT)

Jamie Sanford (AUX)

Kristy Waller (AUX)

Chak Yung

### Conservators:

Kathy Kinakin (AUX)

Dorcas Tong (TFT)

### Digital Archivists:

Glenn Dingwall

Jana Grazley

Sharon Walz

### Digital Conservator:

Sue Bigelow

### Office Assistant:

Jeannie Hounslow

### Archival Assistants:

Christine Hagemoen (to May 2017)

Mandy Roddick (AUX)

Bronwyn Smyth (from July 2017)

Christine Tutt (TFT)

## VOLUNTEERS

Kathy Kinakin worked on photo identification and re-housing projects in 2017.



## MAJOR PROJECTS

- Heather Gordon, Sue Bigelow, Glenn Dingwall, Jana Grazley, and Sharon Walz participated in the completion of functional program planning for L7 of VPL Central Library, aimed at accommodating the Archives on that floor.
- Heather Gordon and Glenn Dingwall worked with COV Access to Information staff to evaluate the records management and legislated access/privacy risks associated with each of the Archives governance options, either amalgamation with VPL or co-location.
- Heather Gordon and Sue Bigelow worked with the City's Real Estate and Facilities Management (REFM) staff to fit up and take possession of a temporary secondary storage site for overflow Archives' holdings and to build and commission a 2<sup>nd</sup> walk-in freezer for film and photographs.
- Heather Gordon, Sue Bigelow, Glenn Dingwall and Sharon Walz worked with staff from the City's Business Planning and Project Support department to plan the Archives pre-move project which will prepare the Archives' holdings to move to its future home.
- Dorcas Tong analyzed the conservation and supplies effort required for the conservation component of the Archives pre-move project.
- Sharon Walz developed workflows, procedures and training programs for contract staff participating in the inventory component of the pre-move project.
- With funding from the BC History Digitization Program and the Friends of the Vancouver City Archives, Archives staff completed a project to make 6,932 City of Vancouver heritage inventory photographs available on the Archives' public-facing website. Sue Bigelow, Kristy Waller, Jana Grazley, and Mandy Roddick were involved in completing this project.
- Assisted by funding from the Friends of the Vancouver City Archives, Kristy Waller described 8,976 UN Habitat Forum photographs.
- Mandy Roddick digitized 1,816 photographs under a grant provided by the Friends of the Vancouver City Archives.
- Bronwyn Smyth conducted a comparison of entries in the Major Matthews' card catalogue with entries in the Archives' database to identify the remainder needing transcription, and also transcribed all our architectural plan (AP) index cards. She also completed a project to rehouse smaller items in the pamphlet collection in order to use space more efficiently.

*Interior of new frozen storage vault*

## FRIENDS OF THE VANCOUVER CITY ARCHIVES

**Chair:** Jill Kelly

**Vice Chair:** Wendy Hunt

**Secretary:** Kevin Bowers

**Treasurer:** Neal Jennings

### Members at Large

John Atkin, Tom Carter, Aaron Chapman,  
Lani Russwurm, Elana Zysblat

The Board of Directors held nine meetings during the year. The Annual General Meeting was held on March 19 and featured a presentation by Aaron Chapman on his latest book, *The Last Gang in Town: The Epic Story of the Vancouver Police vs. the Clark Park Gang*.

In 2017 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 \$103,000 to this program matched with \$112,950 from the BC Community Gaming Grant program.

During the summer, the Friends held two very popular Chinatown walking tours led by John Atkin and Bob Sung, and in the fall a walking tour of the former Habitat Forum site, led by Lindsay Brown.

In the fall, the Friends held a highly successful gala to raise funds for the processing of the Archives' Hugh Pickett fonds. Held at the Sylvia Hotel on October 16, the event raised over \$9,100 for the arrangement and description of the fonds (to the file level) as well as the item-level description and digitization of some of the photographs. The work will be undertaken in 2018.

## ARCHIVES ADVISORY COMMITTEE

### Members:

Dr. Robert A.J. McDonald (Chair)

Sue Baptie

Neal Jennings

Dr. Mary Ellen Kelm

Dr. Tina Merrill Loo

Norman Young

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 once in 2017, on May 3.

**Vancouver Sun negatives from 1980 and 1993.**  
**Photo by H. Gordon**

## GRANTS AND DONATIONS

### British Columbia History Digitization Program

Digitization of Heritage Inventory Photographs **\$15,000**

Funding was received to digitize approximately 6,900 35mm photographic negatives from the City of Vancouver fonds taken for the City's 1978 and 1984-1985 heritage inventories.

### Friends of the Vancouver City Archives

#### Ongoing Vancouver Historic Photographs Description and Digitization Program **\$13,500**

BC Gaming Policy and Enforcement Branch **\$7,500**

Friends' contribution: **\$6,000**

Funding was received to digitize 1,800 photographs in the Paul Yee fonds (AM1523) and create 3,300 item level descriptions for photographs in the Habitat Forum photographs series (CVA395). The City of Vancouver Archives acknowledges the financial assistance of the Province of British Columbia, as well as that of the Friends, in this program.

### Toni Cavelti

#### Processing and Digitization of Toni Cavelti fonds **\$12,700**

Financial support was received from the donor for the arrangement and description of the Toni Cavelti fonds and for the digitization of the drawings and design materials in the fonds.

