



## MINUTES

### Regular Meeting of the Dundas County Archive Committee July 31, 2023

Present: Mayor Jason Broad, Mayor Tony Fraser, Crystal Lebrun, Nancy Johnston, MP Eric Duncan, Larry Empey, Brianne Scott, Susan Peters, Tim Mills, Lorraine Reoch, Darlene Fawcett

Absent: Milton Kooistra

#### 1. Call to Order

Moved by Mayor Fraser  
Seconded by Brianne Scott

To call the meeting to order at 9:10 a.m.

#### 2. Introduction of Board members and visitors

#### 3. Additions/Deletions to AGENDA

There were no changes to the agenda.

Moved by Mayor Broad  
Seconded by Brianne Scott

That the Agenda be accepted.

#### 4.

##### a. Appoint Chair

Moved by Brianne Scott  
Seconded by Lorraine Reoch

That Larry Empey be appointed Chair of the Committee. **CARRIED**

##### b. Appoint Vice Chair

Moved by Larry Empey  
Seconded by Mayor Broad

That Brianne Scott be appointed Vice Chair of the Committee. **CARRIED**

c. **Appoint Secretary**

Moved by Brianne Scott  
Seconded by Larry Empey

That Darlene Fawcett be appointed Secretary of the Committee **CARRIED**

**5. Approval of Minutes**

Regular Meeting – April 20, 2022

Moved By Mayor Fraser  
Seconded By Nancy Johnston

That the minutes of the April 20, 2022 meeting of the Dundas County Archive Committee be adopted as circulated. **CARRIED**

**6. Archivist Report – Susan Peters**

Susan is currently looking for possible Grants but at this time, none are available. 250,000 newspaper pages have been digitized to date. She asked for clarification on the protocol for cheque donations and the Clerks confirmed that the Township will handle any US funds. More students are contacting her for information to complete their thesis; land records are being researched more frequently. Two plaques have been done and installed and there may possibly be others that could be looked at. The following groups have donated all their records to the Archives - Galop Canal Revitalization and Syberon (formerly Beavers Dental). Mayor Broad enquired what funds were still required to complete the digitization project.

Susan has received copies of the Williamburg Times dating from 1932-1938 and recommended that the Committee consider this group of papers as the next batch for scanning.

County Council has already donated \$250,000 to the project and the Reserve has also been used. Cornwall Community Museum has the capability of scanning and it is OC searchable.

Susan did one and a half hours of training for the student who will be at the Carman House on Sundays.

It was suggested that Susan be remunerated for any extra hours outside the Archivist role.

People still assume that Dundas County Archives and St. Lawrence Branch of the United Empire Loyalists are the same entity and asked that this somehow be resolved. It was suggested to update the Township website. We could possibly ask County Council to promote the Archives and Loyalist Branch on their website as they support a variety of local businesses.

## **7. Approved Municipal Budget**

Eric thanked the Clerks for putting the Budget together. Susan asked for clarification on "Contingencies".

Moved by Mayor Fraser  
Seconded by Brianne Scott

To approve the Budget as presented.

**CARRIED**

## **8. Board Considerations**

### **a) Records Management Policy updated (including billing customers to offset additional work hours, community outreach)**

Susan currently charges a \$5.00 preliminary research fee and a \$30.00 hourly fee to continue the research.

Moved by Brianne Scott  
Seconded by Larry Empey

To amend the **Access to Records (2.4)** as follows:  
"Requests for records from non-municipal/non local clients are subject to a research fee of \$30.00 per hour, payable in advance".

If an out of town client has overpaid upfront, a refund will be handled through Point of Sale.

**CARRIED**

### **b) Contract for Archivist Services**

Moved by Mayor Broad  
Seconded by Brianne Scott

The contract is based on being self-employed; therefore there is no T4 slip issued. Susan's contract will be made retroactive to January 1, 2023.

**CARRIED**

## **9. Looking Ahead to Upcoming Items**

### **a) Frequency and Location of Meetings**

Quarterly meetings will be held with rotation of these meetings between North Dundas and South Dundas Townships.  
Next meeting will be held Wednesday, October 11, 2023, 9:00 a.m. at North Dundas.

### **b) Draft Budget (will be the focus for the October meeting)**

**c) Workplan – Space**

Councils will do a tour of the Archive building within the week, to determine what is required and available.  
Possibly approach Ross Video, Lactalis for a donation of repurposed shelving or money to purchase shelving.  
Alan Lafave was a huge help on the initial setup and could be contacted again. Lorraine mentioned he still has a few pieces of the Loyalists shelving.  
Larry may have some shelving he would donate.  
The Iroquois Public Library donated shelving to the Archives.

**10. New reporting format**

**a) Templates – Minutes, Agendas, Recommendations**

Have been provided to the Secretary.

The current printer at the Archives is no longer functioning and will be costly to fix. Crystal has been in contact with Future Office Products and a used printer will cost \$3,400.00 and a flat \$85.00 monthly service fee for 48 months.

Would the Loyalist Branch consider chipping in on the cost of the printer?  
Lorraine will ask their Committee.

Motion by Brianne Scott  
Seconded by Larry Empey

To direct staff to go ahead with the purchase of the printer and include in the existing budget. **CARRIED**

The question was asked if a note could be put on the Township website if someone would like to make a donation to the Archives. This could also be an opportunity to look at Fundraising, which has never been done.

**Adjournment**

Moved by Brianne Scott  
Seconded by Lorraine Reoch

To adjourn the meeting at 10:55 a.m. **CARRIED**