NEW MODEL FOR THE STEERING COMMITTEE ON CANADA'S ARCHIVES

At the meetings of 7 June and 9 October 2018, and 29 January 2019, the members of the **Steering Committee on Canada's Archives** (SCCA) discussed the functions of the SCCA beyond 2019. They agreed that, though the SCCA had fulfilled the initial purpose of its creation as outlined in the 2015 *Canadian Archives: A New Blueprint*, there remains a need for a "place" where the leaders of the national Canadian archival associations could meet and identify shared priorities, undertake joint activities and engage in coordinated capacity development and issue management. The members agreed that a **new model** for the SCCA was required.

As noted in the *Blueprint* strategy, advancing the work of the Canadian Archival System (CAS) will require continued engagement of the whole archival community, an effort that is beyond the scope or capacity of any single member organization. The SCCA can collectively provide the leadership necessary to sustain the CAS.

After achieving many of the initiatives outlined in the 2015 strategy, the new SCCA model will be guided by, but not bound to the *Blueprint*. However, ongoing progress within a resource-constrained heritage environment will be dependent on the full and continued engagement of the many stakeholders within the CAS. By pooling resources, eliminating duplication, increasing communication, and maintaining the cohesiveness of national stakeholders, the CAS will be positioned to successfully meet the challenges that lie ahead.

Members of the SCCA recognized that the committee's current model, to some degree, duplicates the **Canadian Council of Archives (CCA)** role as a communications and coordination body for the CAS. To minimize duplication, the SCCA decided to position the SCCA within the governance structure of the CCA, an institution-neutral body.

Currently, the membership of the Canadian Council of Archives meets once per year to conduct the business of the association. The SCCA will continue to be an information sharing body, facilitating opportunities for collaboration at the national level. Consistently with the SCCA 2016-2017 mandate (Revised February 2016) the SCCA will be constituted and function as follows:

- Ten (10) full members with decision-making authority.
- Core membership shall include two (2) representatives from the following CCA member organizations:
  - **Association des archivistes du Québec (AAQ)**
  - **Association of Canadian Archivists (ACA)**
  - **Canadian Council of Archives (CCA)**
  - **Council of Provincial and Territorial Archivists (CPTA)**
  - **Library and Archives Canada (LAC)**
  Members may name a designate to represent their organization at any meeting. Designates must be identified to the Chair in advance, and must have full decision making authority for the organization they represent.

- A maximum of 4 members-at-large, either individuals or allied organizations—including ARMA Canada, with expertise deemed helpful to the SCCA and selected based on identified priorities.
- Members-at-large or allied organizations, may be appointed by the SCCA for a term of one (1) or two (2) years, renewable at its discretion.
- The SCCA will advise or make recommendations to support the Canadian Archival System and its shared priorities.
- The SCCA will appoint a Chair for a one (1) year term or Co-Chairs for a two (2) year term, selected from among the members of Steering Committee by its members;
- The Chair or Co-Chairs will be responsible for working with the Secretariat to draft reports, set agendas and approve records of decisions.

SCCA Taskforces
Under the proposed new model, the current three Taskforces (Archival Workforce; Awareness; and Response to the Report of the Truth and Reconciliation Commission) will continue to operate as they do now, reporting, collaborating and being supported by the SCCA members until the achievement of their objectives and submission of their final report. New initiatives requiring collaborative approaches will be undertaken by appointing task forces or working groups.

Administration Responsibilities
The CCA secretariat will provide logistical and scheduling support for the SCCA meetings, including issuing meeting invitations, working with the Chair or Co-Chairs, circulating agendas and reports, and carrying out other administrative tasks as determined by the SCCA.

Meeting Schedule
The SCCA will continue to meet four times per year, in January, April, June and October. At least one meeting will be face-to-face and coordinated around other meetings, such as the LAC Stakeholder Forum in January or the ACA or AAQ Conferences in June. The other three meetings shall be held virtually by teleconference and/or video conference, unless additional economic opportunities arise for additional face-to-face meetings.

The CCA Board of Directors welcomes the role that the Steering Committee on Canada's Archives will play in its governance structure to meet the challenges facing the Canadian Archival System and the archival profession.

Canadian Archival System

Canadian Council of Archives

Committee or Working Group

Committee or Working Group

Committee or Working Group

Board of Directors

General Assembly

Steering Committee on Canada's Archives
(National Organizations - Forum for dialogue)