

TO: MAYOR & COUNCILLORS
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **COMMUNITY ARCHIVES STRATEGY AND IMPLEMENTATION PLAN**
PURPOSE: To seek Council approval of the Community Archives Strategy and associated Implementation Plan.

RECOMMENDATION

THAT the Community Archives Strategy, included as Attachment 1 and the report titled “Community Archives Strategy and Implementation Plan” dated December 16, 2024, be received for information; and

THAT the implementation plan, included as Attachment 2 to this report, be approved.

1.0 POLICY SECTION

The advancement of this strategy aligns with the Council-adopted City Archives Mandate (2006), which aligns with the *Community Charter* (2003).

2.0 BACKGROUND

The City of Burnaby Archives (Archives) is the official repository for all in-active City-generated records of permanent value as required by provincial legislation and City policy. The Archives functions as a branch of the Legislative Services and operates as the official repository of Burnaby’s municipal records, containing records dating back to Burnaby’s incorporation in 1892. In 2007, the City of Burnaby Archives expanded its collection mandate to include private as well as public records.

Beginning in 2021, the Heritage Policy and Programs Review (HPPR) was undertaken by the City’s Planning and Development department to look at all heritage provisions across the City, and a first recommendation to come out of that review was to increase capacity for community record keeping across the City.

Further, in 2022, a City Hall Space Needs assessment was undertaken which included an assessment of all divisions of Corporate Services, including the Archives. Archives was identified to have exceeded current capacity for the protection and storage of permanent records and archives, and as a result off-site third-party storage contracts are currently in place.

In September of 2022, at the recommendation of the HPPR, Cornerstone Planning Group (CPG) was engaged to look at both future space needs and future community record keeping at the Archives, and the result was the Community Archives Strategy (CAS), which is the basis for this report.

3.0 GENERAL INFORMATION

On November 9, 2023, the Community Heritage Commission received a presentation detailing the strategy, its recommendations, and a phased implementation plan. In July 2024, the implementation plan was revised to incorporate a formal consultation period between the City of Burnaby and the Musqueam, Kwikwetlem, Tsleil-Waututh, and Squamish First Nations. This consultation period concluded in October 2024, with feedback received from Tsleil-Waututh Nation and Squamish Nation.

The completed CAS is included with this report, along with the revised implementation plan following formal consultation. This report provides the CAS for information and seeks approval of the proposed implementation plan.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The CAS includes a comprehensive engagement plan (Attachment 1, Appendix B). Proposed engagement includes recommendations for internal engagement (project governance) and external engagement with collaborators.

The formal consultation period between the City of Burnaby and the Musqueam, Kwikwetlem, Tsleil-Waututh, and Squamish First Nations concluded in October 2024. Ongoing engagement continues between the City and the records and archives departments of Tsleil-Waututh Nation and Squamish Nation.

Archivists from these host Nations engaged with the City of Burnaby Archives, expressing interest in relationship building, resource sharing, and cross-community engagement as outlined in the CAS. The discussed projects included:

1. Publishing file and item-level descriptions for the City of Burnaby’s archival records to assist local First Nations in identifying records relevant to each respective community.
2. Developing an archival finding aid (resource guide) to locate records held by the City Archives that contain Indigenous histories and cultural information.
3. Integrating hə́ŋqəmińə́m and Sk̓wx̓wú7mesh Sníchim into City of Burnaby archival record descriptions.
4. Sponsoring students and community members from diverse backgrounds to work alongside archivists, learning about recordkeeping and its associated resources across local institutions.

Engagement is overseen by the Archives Administrator, with further Archives staff assigned as necessary.

5.0 FINANCIAL CONSIDERATIONS

Workplans and staffing resources required to support the implementation plan will be adjusted as needed. If additional resources are required, they will be proposed to Burnaby City Council for consideration and approval in future budget cycles.

Respectfully submitted,

Julia Alforde, Acting City Archivist
For
Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

- Attachment 1 – Community Archives Strategy Report (2023)
- Attachment 2 – Community Archives Strategy Implementation Plan (2024)

REPORT CONTRIBUTORS

This report was prepared by Julia Alforde, Archives Administrator, and reviewed Nikki Best, Director Legislative Services.