

Colin McMillan

P.O. Box 553

Hagensborg, B.C. V0T 1H0

File: CCRD Archives 20141201

December 01, 2014

**To: CCRD Board
Central Coast Regional District
626 Cliff Street
Bella Coola, B.C.
V0T 1C0**

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Central Coast Regional District

**Subject: Submission to the Board's December 11, 2014 Meeting,
Central Coast Regional District Historical Review.**

Dear Board Members,

The purpose of this submission to the Board is to make it aware of my efforts to date to review the available historical records in Victoria as related to the CCRD (originally known as Ocean Falls Regional District) and to recommend what I believe are very necessary steps to safeguard the CCRD's corporate memory.

To this end, I have contracted at my own expense, researchers who have begun the task of assessing the amount and quality of information still available in Victoria.

More work needs to be done locally and within the archives of the CCRD, however, it is apparent that even in the intervening years since its founding in 1968, numerous gaps in the historical record at the Ministry of Community, Sport and Cultural Development (MCSCD), previously the Ministry of Municipal Affairs (MOA), are in evidence.

The records that do exist in Victoria have been noted and sample copies have been taken and summarized. A large block of records for the Minister of Municipal Affairs from 1968 to 1978 cannot be found and are presumed lost. These records would have documented the discussions between the community and the minister regarding the establishment of the CCRD and its subsequent operation.

Many of the CCRD's own records are not readily accessible. Most are languishing in storage boxes. A few have even been inadvertently "donated" to the local historical archives. I say,

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inadvertently, as no public records should be alienated from a public agency's care and control for any reason.

What I would propose is that a qualified archivist be contracted to inventory the records of the CCRD with a view to establishing what still exists, what may need conservation steps, and what might be suitable for disposition. The archivist should also be asked to provide a digitally searchable finding aid for use by Board members, staff, contractors (where appropriate), and subject to restrictions, the general public. This would reconnect the CCRD with its corporate memory, allowing the Board and staff to check on studies and decisions on topics of concern so that repetition of work or mistakes can be better avoided in future.

With dramatically improved access to historical information, we can expect that better decision-making can result for the better governance of the people of the CCRD communities.

Recommendations:

- A. I would call on the Board to make a motion to set aside appropriate funds in this upcoming budget year to retain a professional archivist at the earliest opportunity to conduct the above mentioned archival assessment, inventory and finding aid, as well as make recommendations as to the advisability and means by which any alienated records could be returned to the CCRD's custody and control.
- B. It would be an appropriate first step to have staff draw up a request for proposals to be distributed to contract archivists around the Province to finalize a budget and select an appropriate candidate to commence the work.
- C. An order of magnitude estimate could be readily obtained from Mr. Trevor May, BA, MAS of Victoria, BC if staff could provide him with certain basic information about the materials to be processed. Mr. May has assisted me in my research in Victoria and is also a university-trained archivist with over a decade of experience in the field.

Respectfully submitted,



(Colin McMillan)