

REPORT TO COUNTY COUNCIL

Oxford County Archives 2024 Community Impact Report

To: Warden and Members of County Council

From: Director of Corporate Services

RECOMMENDATION

1. That Report CS 2025-10 entitled “Oxford County Archives 2024 Community Impact Report” be received as information.

REPORT HIGHLIGHTS

- The Oxford County Archives 2024 Community Impact Report (Attachment 1) highlights the Oxford County Archives’ 2024 accomplishments in preserving and promoting the corporate memory of Oxford County and its participating Area Municipalities, as well as the documentary heritage of the local community.
- The Community Impact Report will be made available on the Oxford County Archives website.

Financial Impact

The Archives 2024 Community Impact Report highlights accomplishments of the goals and objectives that were achieved as part of the 2024 Business Plan and Budget.

Communications




The Oxford County Archives’ 2024 Community Impact Report will be made available to the public on the Oxford County Archives’ website (<https://archives.oxfordcounty.ca/>).

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendation in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
		Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Established in 2000, the Oxford County Archives is a well-respected "total" Archives responsible for the collection of local government records as well as local history materials. Its holdings include the corporate records of Oxford County, corporate records of five Area Municipalities, private fonds/collections from local businesses, community groups, and individuals, as well as a large photograph and postcard collection. The Archives is also the official repository for the records of the District of Brock, 1842-1849, which was the precursor settlement to Oxford County.

The principles of the Oxford County Archives as established under the Archives Management Policy 3.04 (revised 2022) include:

- To assist with and promote the efficient and effective management of all records created, received, used and maintained by the County, its agencies, boards and commissions;
- To assist with and promote the efficient and effective management of all records created, received, used and maintained by Area Municipalities that transfer their archival holdings to the Archives;
- To preserve the County's recorded memory by identifying, acquiring, preserving and protecting its valuable and vital records;
- To acquire and preserve records relating to the social and economic development of the County of Oxford in order to:
 - foster an understanding and appreciation of local history;
 - preserve information about the history and development of the County and the people involved;
 - provide educational and academic resources; and
 - promote tourism through attracting researchers and those interested in local history;
- To provide access to the information necessary to support current and future decision-making and to permit County Council and the various County departments to meet institutional accountability requirements;
- To assist with and promote compliance with any statutory requirements relating to the collection, use, disclosure, retention, and disposal of County records; and
- To provide adequate facilities and services for storage, preservation, retrieval, and use of archival records.

Comments

The attached Community Impact Report includes:

- 2024 Highlights
 - Provides a monthly breakdown of projects, outreach initiatives, community partnerships, and reference services conducted throughout the year.
- Exhibitions
 - Includes list of physical displays and online exhibits completed to promote the diverse and fascinating history of the County.
- Annual Statistics
 - Archives staff maintain statistics related to the following:
 - Acquisitions and transfers
 - Collection databases
 - Reference inquiries and visits
 - Outreach and public programs
 - Volunteers and co-op/placement studies

- Community feedback
 - Highlights the Archives' community collaborations, milestones, special projects, and showcases how members of the community interact with the Archives and use their services.
 - Support statements demonstrate how the Archives are utilized and how the Archives have impacted the community over the past year.

CONCLUSIONS

The Oxford County Archives' Community Impact Report is an important tool to highlight the Archives' accomplishments and demonstrates the importance of preserving and celebrating Oxford County's past. Archives staff will use this report as a resource to continue to develop and improve services and build community partnerships, as well as create new and informative outreach programmes and initiatives which align with the County's Strategic Plan and the needs of their patrons.

SIGNATURES

Report author:

Original signed by

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Departmental approval:

Original signed by

Lynn Buchner
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1: Oxford County Archives Community Impact Report, 2024