

MINUTES OF THE REGULAR MEETING OF  
**THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION**

COMMENCING AT 5:00pm ON THURSDAY, July 20, 2017

AT THE COMMUNITY HISTORY CENTRE

3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

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PRESENT: COUNCILLOR DON BELL  
CATHARINE DOWNES  
JONATHAN EHLING  
VICTOR ELDERTON (Chair)  
SHERYL FISHER-RIVERS  
DEREK HAMILL  
TERRY HOOD  
TERRY McALDUFF (Friends Society)  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
LAUREL LAWRY, Recording Secretary

GUESTS: Kei Space Design Team: JUAN TANUS, EDNA CHAN, DOUG MUNDAY,  
BILL PETERS, MICHAEL LANG  
BOB MCCORMACK (Friends Society)

REGRETS: KEVIN EVANS, JAMES FOX, ROBIN HICKS

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1. ***Call to Order and Approval of Agenda.***

The Chair called the meeting to order at 5:16 pm. The Agenda was approved as distributed.

2. ***Approval of Minutes***

Moved by Mr. Hamill and seconded by Mr. Ehling that the Minutes of the Regular Meeting held on June 15, 2017 be approved as circulated.

CARRIED UNANIMOUSLY

3. ***Presentation by Kei Space Design***

*Presentation by Kei Space Design Team on New Museum Exhibit Progress & Directions*

The report by team members Juan Tanus and Bill Peters outlining relevant topics and findings was presented and discussed by the Commission. The Commission was informed of the upcoming presentation to staff and Commission of the 90% Concept Plan, anticipated for late summer.

#### 4. **Reports**

- *Director's Report*

The Director thanked the Commission for supporting the motion to deaccession items contained in the previous Deaccessioning report. Thanks and acknowledgements were also given for the successful opening event of the *Chief Dan George: Actor & Activist* exhibit.

The Lynn Valley District Public Library has agreed to host an Archives exhibit using existing NVMA exhibit cases.

The Director provided updates on the Delbrook Mobile Exhibit, the change to the Archives opening hours, the grant-funded *Young Canada Works – Building Careers in Heritage* intern position, Sharon Proctor's book *Time Travel in North Vancouver* to be printed by Hancock House, as well as potential new or reformatted NVMA publications to be released through Hancock House.

- *Museum & Archives Operations*

The Assistant Director provided updates on the Shipyards and Mountain Pals public tours, the media coverage for *Chief Dan George: Actor & Activist*, and Culture Days programming.

- *Governance Committee Report*

Updates for each of the City and District of NV have been prepared and will be printed by NVMA to be distributed to Mayors & Councils by their respective Council representatives to the Commission. The Commission heard that five-minute PowerPoint presentations would be preferred to written material. Mr. Bell moved to formally thank Kevin Evans for producing the update flyers, seconded by Mr. Hamill.

CARRIED UNANIMOUSLY

Board Self-Assessment surveys will be sent out to Commissioners by the governance committee for response over the summer break.

By unanimous consent, the Commission approved the formation of new committees to be proposed, struck and chaired by members of the Commission in their respective areas of expertise, with each Committee creating Terms of Reference and reporting back to the Commission or Governance Committee. Committees may include but are not limited to: Building, Branding, Communications/Stakeholder, Fundraising, Aboriginal Voices, and Outreach/Tourism.

- *Friends Society Report*

An update was provided on the Friends Society AGM on September 14, the development of a privacy policy, and building community awareness. Updated by-laws conforming to the new BC Societies Act will be presented for approval. The Friends Society has decided to transfer funding to the NVMA twice per year in order to effectively fund the programs and exhibits.

- *Aboriginal Voices Working Group (Rivers/Hood)*

An update was provided on the activities of the working group. Two residents of the North Shore, Ms. Sharon Fortney and Ms. Sandra White, became new members of the partnership.

## 5. **Matters Arising:**

- Museum Deaccessioning Project Update

This item was deferred.

- New Museum

- Kei Space Presentation

The Commission discussed the presentation by the Kei Space Design team and their process, including the recommendations of the team based on the community needs assessment.

- General Debriefing of Kei Space discussions

This item was discussed with the item above.

- Task Group / Committee Proposal

The item was discussed during the governance committee report.

- Architecture and Building

The Director informed the Commission that requests for specific architectural building features were submitted to the developer by the City Project Manager for the New Museum on June 30.

- Project Overview and Public Communication

The item was circulated and discussed during the governance committee report.

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The item was discussed during the governance committee report.

- Brand Narrative

The item was discussed during the governance committee report.

## 6. Items from Commissioners

- Standing Item: Commissioner communications with municipal councilors  
The NVMA Commission and staff will invite Provincial representatives to meet to discuss the New Museum project and community plans.
- Stakeholder map  
This item was deferred.
- MOHAI Site Visit  
This item was deferred.

- Community Interaction, including LLBIA  
Some Commissioners attended a community interaction session on July 19 in North Vancouver City. The Commission discussed wayfinding and public realm animation, and potential partnerships in the Lower Lonsdale neighbourhood.

7. **Other Business**

No new business.

8. **Adjournment at 8:20 pm.**

Next meeting at 5:30 pm on September 21, 2017 in the Community History Centre Meeting Room.

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Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
Laurel Lawry, Commission Secretary