

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION  
COMMENCING AT 5:30pm ON THURSDAY, SEPTEMBER 15, 2016  
AT THE COMMUNITY HISTORY CENTRE  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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PRESENT: COUNCILLOR DON BELL (City)  
CATHARINE DOWNES  
VICTOR ELDERTON (Chair)  
KEVIN EVANS  
SHERYL FISHER-RIVERS  
JAMES FOX  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
RICHARD NOVEK (Vice-Chair)  
SANFORD OSLER  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
LAUREL LAWRY, Recording Secretary

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**1. CALL TO ORDER**

The Chair called the meeting to order at 5:36 pm. The Agenda was approved on a motion by Mr. Hood, seconded by Mr. Novek.

**2. CONSENT AGENDA**

Mr. Osler MOVED and Mr. Novek SECONDED

THAT the Minutes of the Regular Meeting held on July 21, 2016 be approved as circulated.

Mr. Evans MOVED and Ms. Downes SECONDED

THAT the Minutes of the In-Camera Meeting held on July 21, 2016 be approved as circulated.

CARRIED UNANIMOUSLY.

**3. MATTERS ARISING**

*Aboriginal Voices Working Group*

The North Vancouver Shipyard Cultural Spaces with new partners and defined vision is moving forward in a positive direction. Concepts for integrating First Nations history into the Lower Lonsdale area is being explored through potential means similar to the Cultural Journey Project kiosks. Future opportunities for partnerships and community

building with established cultural organizations like Tourism Squamish, Audain Gallery, and Presentation House Gallery are being explored. Progress on the visioning process will be brought back to the NVMAC for discussion. The Aboriginal Voices working paper will be sent to all Commissioners for their information. Ms. Kirkpatrick will forward the Chief Dan George exhibit proposal to Ms. Fisher-Rivers for potential funding opportunities.

#### *Presentation House Gallery Meetings*

Mr. Hood reported that opportunities such as collaboration, joint marketing and joint decisions on future museum initiatives as neighbours in the Lower Lonsdale area are being examined.

#### *New Museum*

- *Report to District of North Vancouver re: new museum, distributed exhibits and possible renovations to CHC*  
The Director will attend a closed meeting with District Council and staff on October 3, 2016 to present the following topics: District commitment to support joint NV Museum and Archives with two locations; District commitment to supporting the 50/50 model for Museum & Archives; District commitment to support for studying and funding renovations to the Community History Centre for storage consolidation options; District support of distributed modular exhibit models for a 3-year, 4-location plan; providing information to the District on the status of the new museum and that NVMAC has confirmed no additional funding will be required, per the Business Case. The Chair offered to attend the meeting. Discussions surrounding the concept and design of the distributed exhibits, the potential for integrating App-based technologies and discreet marketing ensued.
- *Report to City of North Vancouver re: new museum and storage consolidation*  
Feedback and confirmation of support from the District of NV and funding from the federal government's Canada Cultural Spaces Fund through the Department of Canadian Heritage are anticipated prior to asking City Council to remove conditions from their approval of the New Museum project. The Director will meet with the CAO of the City of North Vancouver during the week of September 19th to discuss the Business Case. A communication plan with timing, key messaging and fundraising plans will be needed upon receiving a positive response from the Department of Heritage with regard to funding the project. Mr. Osler will arrange a meeting for the Director and the Chair with MP Terry Beech who has offered his backing for the project.
- *Prospects for Future Fundraising Committee* - This item was discussed in camera.

#### **4. FINANCIAL MATTERS**

- *2015 Financial Statements*

The Director confirmed that the 2015 Financial Statements had been signed by the Director and Chair of NVMAC. The Director requests that the Governance Committee discuss the request for the City Finance Director, or representative from the City, to sign the Financial Statements in future; and the request from the City Finance Director to the NVMAC for additional procedures for handling Operating Surplus.

- *2016 Operating statement*

Commissioners requested quarterly projections in future. The Governance Committee will examine the 2016 projections at its next meeting.

- *2017 Budget preparation*

The Governance Committee will examine the 2017 budget at its next meeting.

## 5. **REPORTS**

### *Director's and Museum & Archives Operations Reports*

- Human Resources Staff from the City of North Vancouver will attend a meeting with NVMAC staff to present the newly updated Employment Policy Manual. Changes to the manual were approved by NVMAC at a previous meeting.
- Deaccessioning continues to be a priority with weekly meetings taking place to continue the process. Items for deaccessioning will be presented at the next Commission meeting for approval.
- A Canada 150 grant for the Chief Dan George exhibit was not received. Potential sources of funding will need to be identified with the assistance of Ms. Fisher-Rivers.
- A grant application to Young Canada Works for an intern is still in process.
- The BC Arts Council report will be submitted for Operating Assistance in September.
- CBC will be in contact with the Archives for images and documents on the St. Paul's Residential School for a documentary.
- *Where Mountains Meet the Sea* author Dan Francis has been active in the community, delivering talks and book signings. The book has been well-publicised and is number 14 of 15 listed on the BC Books list.
- Culture Days 2016 activities include: Author Dan Francis giving a reading at CHC; Curator Karen Dearlove leading Shaketown Walk; Archivist Janet Turner delivering a Family Records Workshop; Reference Historian Daien Ide leading a Behind the scenes tour of the Archives; Water's Edge Exhibit at the Museum.

### *Governance Committee*

Governance Committee Meeting minutes from July 19, 2016 were circulated. The District will need to re-appoint commissioners at the end of October. There is one vacancy on the Commission; please submit your suggestions for a District appointee. Possible skill set could include: social media, fundraising, finance, media, development, high-tech.

The next Governance Committee Meeting is to be held October 18, tentatively.

### *Friends Society*

The Friends Society Fundraising event is scheduled for February 2017 at the Artists for Kids location, date tbc.

## 6. **ITEMS FROM COMMISSIONERS**

Councillor Bell spoke of hearing from City staff about the excellent cooperation from Polygon with regard to the development and community amenity space.

Mr. Elderton praised the NVMA for its Theatrical Interpreters programs in Lynn Canyon during the summer and offered to help discover potentially more suitable trails within the park.

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

The meeting was adjourned at 7:45 pm. The next meeting of the Commission is scheduled for October 20, 2016.



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Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by:   
Laurel Lawry, Commission Secretary