

MINUTES OF THE REGULAR MEETING OF  
**THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION**  
COMMENCING AT 5:30pm ON THURSDAY, May 18, 2017  
AT THE COMMUNITY HISTORY CENTRE  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

---

PRESENT: COUNCILLOR DON BELL (City)  
JONATHAN EHLING  
VICTOR ELDERTON (Chair)  
KEVIN EVANS  
JAMES FOX  
DEREK HAMILL  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
NANCY KIRKPATRICK, Director  
LAUREL LAWRY, Recording Secretary  
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: CATHARINE DOWNES  
SHERYL FISHER-RIVERS

---

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

The Chair called the meeting to order at 5:45 pm. The Agenda was approved as distributed.

2. ***Consent Agenda***

Moved by Mr. Ehling and seconded by Mr. Bell that the Minutes of the Regular Meeting held on April 20, 2017 be approved as circulated.

CARRIED UNANIMOUSLY

3. ***Presentations***

*Presentation by NVMA Director Nancy Kirkpatrick on Canadian Museums Association (CMA) Annual Conference*

The report outlining relevant topics and workshops at the conference was presented and discussed by the Commission. The Commission was informed of the 2018 date of the CMA conference, to be held in Vancouver, which staff and Commissioners will consider attending.

The Chair introduced and welcomed Derek Hamill, the new NVMA Commissioner, appointed by the City of NV May 1, 2017 and Terry McAlduff, the new Friends Representative.

4. ***Reports for Approval***

*This item was discussed in camera for reasons of employee confidentiality.*

## 5. **Matters Arising:**

- Museum Deaccessioning Project Update

The Director provided a report on the approved deaccessioning reports that are being provided to both municipalities, including the deaccessioning plan which outlines key dates and milestones.

- New Museum

The Director provided reports on the following items:

- Exhibits and Public Art  
NVMA Staff and Commissioners will be invited to attend a session with the exhibit design team's community engagement leads on June 12. The Commissioners will identify the community's key stakeholders as part of the process.  
Creation of the Sisters Mountain panel for the New Museum is underway. Video documentation of the process is taking place and a ceremony is scheduled for May 24 at Cleveland Dam.
- Architecture and Building  
The Commission discussed the continuing progress on the design and layout. *(Councillor Hicks excused himself from the meeting at 7:00 pm.)*
- Project Overview and Public Communication  
*This item was discussed in-camera for reasons of project confidentiality.*
- Follow up from Facilitated Planning Session  
(This item was deferred to later in the meeting)  
The Commission discussed the outcomes of the branding session and the consultant's work to draft a brand narrative for the NVMA, including the importance of a naming process, the community engagement process and reinforcing the anticipated opening date of the new facility with the public. *(Councillor Hicks returned to the meeting at 7:10 pm.)*
- Stakeholder map  
*This item was discussed in-camera for reasons of confidentiality.*
- Commissioner communications with municipal councillors  
*This item was discussed in-camera for reasons of confidentiality.*

## 6. **Reports:**

- Governance Committee Meeting  
The Chair of the Governance Committee provided a report and the Commission discussed the audited financial statements. The Commission will be presented with a self-assessment performance review in the Fall, prepared by the governance committee's chair. The Terms of Reference for the Governance Committee were discussed and a motion was tabled.

It was moved by Mr. Evans and seconded by Mr. Bell

**THAT** the Terms of Reference for the NVMAC Governance Committee be amended to a Membership of 5 members of the Commission from 4 members of the Commission.

CARRIED UNANIMOUSLY

It was moved by Mr. Bell and seconded by Mr. Evans

**THAT** Derek Hamill be appointed the fifth member of the Governance Committee.

CARRIED UNANIMOUSLY

- **Director's Report**  
The Director provided a report outlining discussions with the Lynn Valley Library's mobile exhibit needs, the NVMA support of LV Library's grant proposal for a digital creation space (Story Lab), the NVMA Archives official change of hours and related public announcements, the *Chief Dan George: Actor & Activist* exhibit opening, and the New Museum summary update.
- **Museum & Archives Operations**  
The Assistant Director provided a report on Waterfront Productions, National Aboriginal Day, the *First Peoples in North Vancouver* Flipbook, the *Chief Dan George: Actor & Activist* media preview, upcoming community events in which the NVMA will participate, and the Education Collection project. (*Councillor Hicks left the meeting at 8:00 pm*). Ms. Sutherland confirmed that the School Programs experienced a 40% increase in bookings over last year and a 15% increase over the average in previous years.
- **Aboriginal Voices Partnership**  
Mr. Hood provided an update on the working group's activities.
- **Friends Society Report**  
The Friends Representative provided a report on the Friends Society's endeavours to create a policy and guidelines for regular funding to the NVMA, its budget and its fundraising activities. The Commission decided that a "capital item/special project list" would be created by NVMA staff for the purpose of identifying funding needs.

**7. Items from Commissioners**

The Commission discussed details of a visit to the Museum of History and Industry (MOHAI) in Seattle.

The Commission discussed opportunities to work with the Lower Lonsdale Business Improvement Association, virtual reality technology, and coordination with Polygon Gallery. Meetings to raise awareness and create opportunities for community and business partnerships have been taking place on an ongoing basis between Commissioners and community and business leaders.

**8. Other Business**

Mr. Fox made a recommendation that meeting minutes be made available to Commissioners at an earlier date.

**9. Adjournment at 8:55 pm.**

Next meeting at 5:30 pm on June 15, 2017 in the Community History Centre Meeting Room.

---

Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

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