

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

Commencing at 5:30 pm on Wednesday, May 15, 2019  
AT THE COMMUNITY HISTORY CENTRE  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

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PRESENT: COUNCILLOR DON BELL  
JONATHAN EHLING  
VICTOR ELDERTON (Chair)  
COUNCILLOR BETTY FORBES  
JAMES FOX  
GINETTE HANDFIELD (Vice-Chair)  
TERRY HOOD  
TERRY McALDUFF (Friends Society)  
NANCY KIRKPATRICK (Director)  
SHIRLEY SUTHERLAND, Asst. Director  
LAUREL LAWRY, Recording Secretary

REGRETS: DEREK HAMILL  
ABSENT: SHERYL FISHER-RIVERS

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1. Call to Order at 5:36 pm and Approval of Agenda
2. Consent Agenda

- Approval of Minutes of Regular Meeting held April 24, 2019
- Recommended Museum Deaccessions Report #25

Clarification around the Streetcar objects was requested and Commissioners were informed that these will be used in the exhibit so must be deaccessioned according to Collections Policy.

Moved by Betty Forbes and seconded by Jonathan Ehling

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 76 accessioned objects and 46 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

Carried Unanimously

3. Director's Report & Emergent Issues

Report was reviewed and accepted.

4. Councillors' Review/Reports

City Council had passed a motion that allows NVMA to continue its fundraising as set out in its Campaign Plan and Case for Support, which had previously been shared with the former City Council.

The District representative reported that the District CAO is supportive in principle of the financial implications of the transition plan recommendations concerning fundraising.

The municipal representatives informed the Commission that the next Commission meeting, set for June 19, conflicts with municipal commitments which prevent the municipal representatives from attending. It was agreed that June 26 will be the new date for the Commission meeting.

## 5. New Museum Reports

- Update on New Museum Planning

The Sisters Mountain carving is being created and is progressing at a good pace. The as-built drawings of the museum have been provided by the architect. The retail consultant, NVMA staff and architects have worked through the layout of the lobby in order to improve the flow for traffic, busy times and lobby displays.

The topping off ceremony was attended by James Fox and he was very impressed by the building and location. The speech given by Neil Chrystal of Polygon Homes mentioned the Museum.

The print ready files for the permanent gallery exhibits have been reviewed and returned to the designers. The A/V content is currently under review by staff.

- Update on Transition Business Plan

- Revised draft Report to City Council

“North Vancouver Museum and Archives Transition Business Plan”

The Transition Plan has been revised and resubmitted to City staff; they have recommended that it go to Council on June 17. It was determined that no additional approval for this cover report is required as the Commission has approved all the recommendations contained in the cover report.

Commissioners requested that this be taken to Council in an in-camera meeting or a workshop session for a more in-depth discussion of the report and the organizational goals. NVMA staff, NVMAC Chair, and the City representative will pursue this strategy.

July 22 is the last District meeting; The Director will contact the Clerk and will try to get on an agenda prior to that to keep the District Council informed of our progress.

## 6. Reports:

- Friends Society Report

A written report was circulated by the Friends Society. The Friends' AGM was discussed as were the community events, which will include give-aways relating to the Streetcar. High school students are being invited to participate in the Canada Day Parade. Edgemont Village is hosting a new festival in which the Friends are considering participation.

- Governance Committee Report

The Memorandum of Understanding between Squamish and NVMA is in progress. We will ask the municipalities to review the MOU once the Nation has reviewed and revised the draft agreement. The Committee members will provide feedback directly to Terry Hood in the interim.

The recruitment process for Commissioners was discussed in light of the four upcoming vacancies by the end of this year. The Commission discussed the process for broadening the organization's network, building a skills matrix, and how best to organize the applications in order to provide the relevant information to each municipality for them to be able to make appointments which address the needs of the organization now and in the future.

Director recruitment was discussed. Interviews are in progress and the second stage of interviews and meetings with key municipal leaders will take place. There may be a delay in the proposed July 1 start date of the new Director, with a potential start date of late July or early August. The Commission members inquired whether there will be an opportunity to meet the candidates. Committee members informed the Commission that this was not likely to take place until much later in the process, or potentially once the preferred candidate has been identified or selected.

- Capital Campaign Cabinet

The fundraising team continues to work on strong leads and are shepherding proposals along. No new major gifts have come in however, a substantial and meaningful donation has been received. Victor visited a museum in Saskatchewan that has undertaken a successful fundraising campaign; multiple financial institutions are co-funding the museum and the museum gift shop is effective and well thought out. The Capital Campaign has shifted to a monthly meeting schedule. The Campaign consultant met with staff to revise the campaign plan and timeline.

- Marketing & Communications Committee

- Confidential Presentation – New brand roll-out

The Committee discussed and provided feedback on the Marketing Plan. A local marketing firm has been engaged to carry out the marketing plan that was developed. The new brand roll-out was presented and feedback was received and will be forwarded to the designers.

Sofia Stalner, NVMA's social media and promotions coordinator, has left the organization to pursue other career avenues.

- Community Engagement & Partnership Strategy

This item was discussed in relation to the item below.

- Indigenous Voices Advisory Committee

The Memorandum of Understanding with the Squamish Nation has been revised by staff and will now be forwarded to Squamish Nation Band Council for their input in order to develop a final draft. The Governance Committee will provide some comments. Tsleil-Waututh are interested in doing something similar. The two CAOs will be asked to review, ultimately with review from both Councils.

A meeting with Capilano University is coming up next week. Lino Siracuso, the Shipyards and Waterfront Manager for the City of North Vancouver will meet with NVMA about pier and shipyards panels. Discussion ensued about the Flamborough Head and the possible use of material that is left from the victory ship in some type of display in the Waterfront development area. A Community Engagement opportunity is being explored for the NVMA in conjunction with the Shipyards/Lot 5 opening event, July 20 2019.

## 7. Items from Commissioners

- Standing Item: Commissioner communications with municipal councilors

Commissioners had provided reports in relation to other items of discussion.

## 8. Other Business

The NVMA's Volunteer BBQ will take place on Thursday June 13 at 5:00 pm.

9. The meeting was adjourned at 7:38 pm. Next meeting at 5:30 pm on Wednesday, June 26, 2019 in the Community History Centre Meeting Room.

  
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Victor Elderton, Chair  
North Vancouver Museum & Archives Commission

Minutes prepared by:   
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Laurel Lawry, Recording Secretary