

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON APRIL 24, 2014  
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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PRESENT: COUNCILLOR DON BELL (City)  
DOUGLAS COLBY  
CATHARINE DOWNES  
VICTOR ELDERTON  
DON EVANS (Vice-Chair)  
ROBERT HEYWOOD (Friends Society Representative)  
SANFORD OSLER (Chair)  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR ROBIN HICKS (District)  
MATTI POLYCHRONIS

GUEST: JOHN GILMOUR, President, Friends Society

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1. **CALL TO ORDER.**

The Chair called the meeting to order at 5:35. The agenda was unanimously approved on a motion by Mr. Heywood, seconded by Mr. Evans.

2. **APPROVAL OF MINUTES OF THE REGULAR AND IN-CAMERA SESSIONS OF MEETING HELD ON MARCH 20, 2014**

Mr. Evans MOVED and Ms Downes SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on March 20, 2014 be approved.

CARRIED UNANIMOUSLY.

Mr. Watt requested an amendment to the In-Camera Minutes, noting that his name had not been included in the list of attendees. Mr. Watt MOVED and Mr. Evans SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on March 20, 2014 be approved as amended.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

**Meeting with MP Andrew Saxton**

Ms Kirkpatrick noted that she, along with Mr. Osler and Mr. Evans, had attended a meeting with MP Andrew Saxton on Thursday, April 17, 2014. The meeting was productive and focused on what it will take to obtain federal support for the new museum project. Mr. Saxton had urged the Commission also to seek provincial support for the project.

ACTION: Letter to be sent over Mr. Osler's signature thanking the MP for the meeting and reiterating Mr. Saxton's agreement to help support the Commission in this initiative by advocating through the Department of Canadian Heritage. The letter is to be copied to all levels of government.

***NVMAC Application for Qualified Donee ("QD") Status***

Ms Kirkpatrick noted that she and Mr. Evans had met with Margaret Mason, a lawyer with Bull Housser Tupper, and that they had received for review her draft letter written to the Canada Revenue Agency. Ms Mason is of the opinion that the Commission clearly performs a function of government. Her conservative estimate of the amount of time it will take to receive Qualified Donee status is five to six months, but it could take as few as three or as many as seven months. She believes the case is straightforward, however, and is aware of the importance of having the designation as soon as possible.

***Roger Brooks' Presentation to City Council***

Councillor Bell noted that a date had not yet been confirmed for Mr. Brooks' presentation to City Council on his Vision for the Waterfront, but this was expected to take place in mid-May.

***Commission Donations***

Ms Manaton reported that 50% of Commissioners had made a personal donation in support of the NVMA this year.

4. **REPORTS FOR APPROVAL**

***Request to Use Operating Reserve Funds for  
Walter Draycott's Chronicle of the Great War Project***

Ms Kirkpatrick spoke to the report circulated with the meeting package. She noted that the Friends Society had been successful in obtaining a *Canada Summer Jobs* grant to hire a student scanning technician. Responses to grant applications made via the Friends Society have not yet been received from the Koerner Foundation or the McLean Foundation. NVMA is awaiting a response regarding its *Community Engagement Partnership Fund* application to the Department of Veterans Affairs. However, funding is required now to start preparing for the website's launch this summer, hence the request to use \$10,000 in funds from the Operating Reserve. Mr. Heywood MOVED and Mr. Evans SECONDED

THAT the NVMA Commission recommends the use of \$10,000 from the NVMA Commission's Operating Reserve for costs related to the start-up of a World War I commemoration project "Walter Draycott's Chronicle of the Great War";

AND THAT the NVMA Commission approves the use of \$5,000 of the City's 50% share of the Operating Reserve for this purpose;

AND THAT the NVMA Commission will seek permission from the Director of Finance for the District of North Vancouver to utilize \$5,000 of the District's 50% share of the Operating Reserve for this purpose.

CARRIED UNANIMOUSLY.

***Approval of 2013 Audited Financial Statements***

Mr. Osler stated that the Governance Committee had met immediately prior to the Commission meeting to discuss the statements and was recommending approval. He noted that the surplus generated in 2013 will be added to the overall Operating Reserve, and that other than updated numbers, the Notes to the Financial Statements were unchanged. Mr. Heywood MOVED and Mr. Watt SECONDED

THAT the 2013 Audited Financial Statements be approved as presented.

CARRIED UNANIMOUSLY.

## 5. **REPORTS**

### ***Director's Report***

#### *Financial Review of Lord Cultural Resources' New Museum Business Case*

Ms Kirkpatrick reported that the City is seeking an outside reviewer for the business case, and that she expects to meet with Barbara Pearce, Director of Special Projects, to review terms of reference. It is uncertain whether the review will be completed by the time the Fundraising Feasibility Study is presented to City Council.

#### *2013 Report to the Community*

Ms Kirkpatrick noted that she was looking for feedback on the annual report which had been circulated to Commissioners. The plan is to complete the document within the next week. Printed copies will be obtained for fundraising packages and for circulation to Commission funders, and a copy will be uploaded to the website.

#### *Collections Storage Warehouse*

Mr. Heywood expressed his concern over this issue, as the cost of warehouse space is important to the two municipalities, noting that there is a shortage of warehouse space on the North Shore. He suggested that a back-up plan needed to be in place and stated that it is critical that deaccessioning and disposal commence as soon as possible to reduce space requirements.

Ms Kirkpatrick reported that staff working on the clean-up project had stopped actively surveying the collection and were concentrating on deaccessioning. Meetings will be held over the next month to consider thousands of items slated for deaccession. A recommendation will be brought to the Commission at a future meeting.

Ms Kirkpatrick noted that City staff believes that the landlord might be willing to discuss future leasing options. She has recently asked both municipal Chief Administrative Officers to assign someone to work with her on this matter. Once both individuals have been appointed, she will meet with them to determine what should be done about the lease. While the landlord is unlikely to upgrade the facility, it may be possible to shrink the space requirement, although this may require purchasing shelving to accommodate this.

### ***Museum & Archives Operations***

Ms Kirkpatrick noted that Ms Sutherland had prepared a report for the Commission which would be circulated by Ms Manaton electronically. She reminded Commissioners about two upcoming events – the Friends Society's *Treasures in the Attic* antique identification clinic on April 26 and the *Sea to Sky Regional Heritage Fair* on May 9.

### ***Governance Committee***

The Chair noted that, in addition to reviewing the 2013 audited financial statements, the Committee had discussed the City vacancy on the Commission.

### ***Friends Society Report***

Mr. Gilmour reported the following:

- The Society plans to have a table at the Heritage Fair, Lynn Valley Day, and Canada Day at Waterfront Park, and also hopes to take part in the Canada Day Parade.
- The Society's Annual General Meeting will take place on June 12 in the Coppersmith Shop. A presentation by Don Evans will take place after the business portion of the meeting has concluded.

- Consideration is being given to hosting a Chamber of Commerce *Business After 5* meeting, most likely in September.
- Efforts are being made to expand the membership's participation and several volunteers have been recruited to assist with the *Treasures in the Attic* event.
- Discussions are being held with Presentation House Theatre to host another fall fundraising event similar to *Good Timber. Rebel Women*, a play about suffragettes, is scheduled to run in the theatre and a complementary museum component could be developed.

6. **OTHER BUSINESS**

- Ms Kirkpatrick reminded Commissioners of the City of North Vancouver's Volunteer Reception on May 1 and the annual NVMA Volunteer Barbecue on June 25.
- Commissioners were advised that at the next meeting, May 15, a photographer will be taking photos for the website.
- The Chair noted that the Commission traditionally misses a monthly meeting over the summer and asked Ms Manaton to canvass Commissioners regarding availability.
- The Chair noted a recent visit to the Museum of Vancouver's *Rewilding Vancouver* exhibit that had been arranged by NVMA staff. It is the MOVs mandate to provoke conversation about the past, present and future and he felt that the exhibit used all three contexts to get visitors thinking about the natural environment. He encouraged other Commissioners to see the exhibit. Councillor Bell noted that he had found the curator's explanation of the subtleties to be most helpful and interesting.

7. **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m. The next regular meeting is scheduled to take place on Thursday, May 15, 2014 at 5:30 p.m. in the Community History Centre Meeting Room.

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SANFORD OSLER, Chair  
 NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
 Janice Manaton, Commission Secretary