

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION  
COMMENCING AT 5:30pm ON THURSDAY, JULY 21, 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 (Vice-Chair)  
KEVIN EVANS  
JAMES FOX (City)  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
RICHARD NOVEK  
SANFORD OSLER, Chair  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
LAUREL LAWRY, Recording Secretary

REGRETS: SHERRY SHAGHAGHI  
SHERYL FISHER-RIVERS

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**1. CALL TO ORDER**

The Chair called the meeting to order at 5:30 pm. The Chair noted that Ms. Shaghaghi had resigned as a District appointee. The Chair requested that item 3 (Application for new museum funding) be moved to item 4 and that item 4 (Creation of Facilities Committee) be deferred. The Agenda was approved as amended on a motion by Mr. Evans, seconded by Mr. Hood.

**2. CONSENT AGENDA**

Mr. Fox MOVED and Mr. Bell SECONDED

THAT the Minutes of the Regular and In-Camera Meetings held on June 16, 2016 be approved as circulated.

CARRIED UNANIMOUSLY.

**3. ITEMS FOR APPROVAL**

*2015 Audited Financial Statements*

The Commission was advised by the Governance Committee that the 2015 Financial Statements were given a clean audit opinion from KPMG, the independent auditors. The Commission discussed the matter of the post-employment benefits increase and the acceptance by the District and City Finance Departments and Councils to treat the amount as an asset by the NVMAC which would allow the NVMAC to retain its surplus position in 2015. A closer alignment of NVMA employee policies to the City's is planned. Two corrections to the financial statements were noted: on page 2 – Comparative

Information, of the Independent Auditors' Report, a date correction to December 31, 2014 (not 2015) and on page 12 - Vacation in year of retirement, to add the word "employees" after "permanent full time".

Mr. Novek MOVED and Mr. Fox SECONDED

THAT the NVMA Commission approves the draft 2015 audited financial statements, with corrections as noted by Sanford Osler.

CARRIED UNANIMOUSLY.

**4. MATTERS ARISING**

*New Museum*

- *Confidential New Museum Business Plan "New Venue Review, July 5, 2016", with portions redacted* - This item was discussed in camera.
- *Application for New Museum Funding to the Canada Cultural Spaces Fund* – This item was discussed in camera.
- *Fundraising from non-governmental sources* - This item was discussed in camera.
- *Creation of Facilities Committee* – This item was deferred.

Mr. Hood excused himself from the meeting at 7:00 pm.

**5. REPORTS**

*Director's and Museum & Archives Operations Reports*

- A grant application was submitted to Young Canada Works for an intern to work on the deaccessioning project with the Museum Curator from November 2016 to February 2017.
- Ongoing projects are being executed; refer to the minutes of the previous meeting.

*Governance Committee*

Commissioner Sherry Shaghghi, District appointee, had submitted her resignation. A letter thanking her for her service will be prepared. Commissioners were asked to submit suggestions for a replacement.

Governance Committee Meeting minutes from July 19, 2016 to be prepared and circulated.

*Friends Society*

Ken Izatt and Bob McCormack are new members of the Friends Society Board. Mr. Izatt is the new Treasurer, replacing Andy Cox-Jones who resigned. The Society is looking at automating the accounting system and exploring means of using online membership renewals and credit card payments. An AGM for the newly-shortened fiscal year in 2016 (now ending March 31) will be held September 22, 2016. A Community Relations committee is beginning a push for volunteers.

**6. ITEMS FROM COMMISSIONERS**

Mr. Fox recounted his visit to the North Vancouver Armoury and the possibility of collaboration between the Armoury and the NVMA was discussed.

**7. ELECTION OF VICE-CHAIR**

Sanford Osler stepped down as Chair of the Commission. Victor Elderton, Vice-Chair, will take over as Chair of the Commission until the end of the current year.

Mr. Elderton took the chair and called for nominations for the position of Vice-Chair of the Commission.

The following Commissioners were nominated: Richard Novek, Sheryl Fisher-Rivers, Terry Hood and Catharine Downes. Ms. Fisher-Rivers and Mr. Hood being absent, and Ms. Downes declining nomination, Mr. Novek was then elected by acclamation as Vice-Chair of the Commission for the year ending 2016.

**8. OTHER BUSINESS**

Sanford Osler was thanked for his service and contributions to the NVMAC. Staff, the Commission, and the Municipalities of North Vancouver owe a debt of gratitude for Mr. Osler's exemplary service as a volunteer. Staff presented a thank you card. Mr. Osler recounted highlights from his term as Commission Chair and thanked the Director for her incredible dedication and the Commissioners for their strong work as a group over the years.

**9. ADJOURNMENT**

The meeting was adjourned at 7:53 pm. The next meeting of the Commission is scheduled for September 15, 2016.

  
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Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by:   
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Laurel Lawry, Commission Secretary