

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

Commencing at 5.30 pm on, Wednesday, April 13th, 2022

Virtual participation, North Vancouver, B.C.

COMMISSIONERS: DEE DHALIWAL (Chair), JASON MILNE (Vice-Chair), VICTOR ELDERTON (Chair Emeritus, Friends Rep), DEREK HAMILL, JUSTIN BEVERIDGE, JONATHAN EHLLING, GINETTE HANDFIELD, SHERYL RIVERS, SANDRA WHITE, COUNCILLOR JORDAN BACK, COUNCILLOR DON BELL, WESLEY WENHARDT (Director), LAUREL LAWRY (Commission Secretary), SARAH MOSHER (Recording Secretary)

1. Territorial Acknowledgement

Jonathan Ehling gave a territorial acknowledgement.

2. Call to Order at 5:33 pm and Approval of Agenda

Chair Dee Dhaliwal followed up on her email to Commissioners by requesting an in-camera session with Director Wesley Wenhardt and then a Commission-only session at the end of each meeting, including this meeting. Questions were raised about how this meets municipal bylaws, which are clear that Commission meetings should be public and only in-camera in specific cases. In-camera meetings also need to be reported on in a certain way, which Councillor Bell offered to expand upon. The Commission decided to hold a closed meeting at the conclusion of this Regular Meeting to discuss whether to pursue this and how to properly manage it. Commission Secretary Laurel Lawry asked that Commissioners ensure someone is designated to take minutes because these need to be shared with auditors. Dee Dhaliwal agreed she will ensure the minutes are prepared.

Within Item 4.2 Governance Committee Report, a discussion will take place to identify where the Business Operations Report should appear on future agenda. A question arose around whether it belongs under the Governance Committee Report because the report contents were not discussed by members of the Governance Committee. The rationale for its current placement was to begin the process of having the Governance Committee eventually take on the reporting of this information to the Commission. In the interim, it could be moved to under the Director's Report, as a Staff Report.

The agenda was approved unanimously with changes as noted.

3. Approval of the Minutes of NVMAC Meeting of March 9th, 2022

Ginette Handfield commented that, in line with the above discussion of where the Business Operations Report should appear on the agenda, it may not be appropriate

to put this under the Governance Report in the minutes, since there was no Governance Committee Report at the last meeting. The Commission decided not to alter the March 9th minutes because this was how it appeared on the agenda for that meeting and the minutes should accurately reflect the meeting. Councillor Don Bell moved to approve the minutes without amendment and this was seconded by Jason Milne.

Carried unanimously

4. Information Reports

.1 Director's Report (Att #2)

The format of the Director's Report has been changed to speak directly to objectives in MONOVA's Strategic Plan. Wesley Wenhardt reported some recent highlights at the Museum and invited Sheryl Rivers to speak about recent IVAC activity. Sheryl Rivers mentioned the possible creation of a Squamish or Tsleil-Waututh curatorial mentorship at MONOVA to support the career development of more Indigenous curators.

The year-end financial audit should be ready for approval at the May Commission meeting. Many staff and Friends Directors have been interviewed by Holloway Group as part of the workplace cultural review currently taking place.

Director Wesley Wenhardt invited Sandra White to report on the activities of the Strategic Planning Oversight Committee. They are analyzing findings now and will put forward recommendations soon, and assign KPIs to each goal in the Strategic Plan. The Committee will report quarterly to the Commission.

The Chair commented that it would be useful for Commissioners to receive direct calendar invites for public events.

.2 Governance Committee Report - Laurel Lawry

Financial Report: Business Operations

Laurel Lawry presented this, showing transition plan estimates, 2022 Approved Budget submissions and monthly actuals. The municipal contribution is now confirmed. Venue rentals are picking up after a slow start due to COVID. Commissioners are encouraged to get on the mailing list if not already, so they can fully participate in events. Work on quarterly financials continues – these will be available following the close of the quarter, and correspond to the City's accounting processes. For 2022, the first quarter will be reported on in May. It was confirmed that quarterly expenses and revenues will be presented with the quarterly report. A discussion took place to consider what these reports are for, what the Commission wants to get out of them, what the Commission should be concerned about, reporting about and discussing in order to align strategic and policy-level thinking. The

outcome of these discussions should dictate the appropriate frequency of reporting. Chair Dee Dhaliwal asked Jason Milne to put this on the agenda of the next Governance Committee meeting. The Strategy Oversight Committee should be informed of what the Governance Committee decides on this issue. It is important that whatever is decided, management retains authority in terms of operations, an area of concern that was flagged in the Transition Plan risk management section.

Discussion about where Business Operations Report belongs on future agendas and it was agreed that the Governance Committee will discuss this issue and make a recommendation to the Commission, which will approve the decision around placement of the agenda item.

.3 Friends Report – Victor Elderton

The Friends Society continues to work on succession plans. A number of long-standing executive members are considering not continuing in their roles. Discussions with Volunteer Co-ordinator, Andrew Hildred, have been productive and he attended their last meeting.

A progress report on next steps identified at the February 4th joint workshop with the Commission and Friends Society was requested. The recommendation of holding a joint workshop between staff, the Commission and the Friends Society has not yet occurred because staff are still completing work plans. Laurel Lawry explained the positive progress that has taken place from a staff perspective, including the provision of 3 dedicated staff members to the Friends Society (Andrew Hildred, Dee Street and Wesley Wenhardt) and the sharing of the MONOVA Staff-Friends Directors workflow process with the Friends' Executive who requested it. Dee Dhaliwal suggested creating a schedule so that a Commission member attends every Friends Society meeting. The next meeting is on April 19th and Ginette Handfield will attend. Wesley Wenhardt will send future meeting dates, which will become easier as the Friends Society moves towards standardizing their meeting dates.

5. Councillors' Reports

.1 City of NV (Councillor Bell)

Hometown Hockey will take place in The Shipyards April 23 -25. Councillor Bell reported on the City tax increase of 3.75 %, a tree protection bylaw that was passed, the Volunteer Appreciation event being held by the City at MONOVA April 26, controversy over the skate park closure and the City's Mobility Strategy.

.2 District of NV (Councillor Back)

Councillor Back reported on the property tax increase of 3%, the Active Transportation Project update, upcoming affordable housing projects, including ways

of increasing diversity of housing within single family residential areas, and negotiating additional childcare in developments.

6. Adjournment

Victor Elderton moved to adjourn the meeting and Jonathan Ehling seconded at 6.55pm. The next meeting is scheduled for Wednesday, May 18th at 5:30 pm, location to be determined.

7. In-Camera Meeting

An in-camera meeting took place to discuss confidential matters.

[Minutes prepared by: Sarah Mosher, Recording Secretary]

[Minutes approved at Regular Commission Meeting May 25, 2022]