DRAFT MINUTES FOR THE APRIL 2026 MEETING OF

THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

HELD ON TUESDAY APRIL 15, 2026, AT 5:30 pm IN PERSON MEETING AT MONOVA: MUSEUM AND ARCHIVES OF NORTH VANCOUVER, 3203 INSTITUTE ROAD, NORTH VANCOUVER

Present: David Youngson, Pamela Roberts, Councillor Don Bell, Councillor Jordan Back, Brian Burtch, Susan Danard, Steph Daudlin

Regrets: Adrian Dyck, Ginette Handfield

1. Land Acknowledgement 5:40

Steph Daudlin shared a land acknowledgement.

2. Call to Order and Approval of Agenda 5:40

David Youngson called the meeting to order and noted the following adjustments to the agenda: Councillor Back's report was moved forward so he could present before his departure for a District public hearing; the BDO Audit Report was moved to follow the Foundation update; and the Friends Society item was noted as having no representative in attendance. Ginette Handfield had submitted written comments on the Foundation documents by email in advance.

Motion to approve the agenda as adjusted. Moved by Steph Daudlin, seconded by Brian Burtch, carried unanimously.

3. Approval of the Minutes of the March 20, 2026 Meeting 5:40

Motion to approve the minutes of the March 20, 2026 meeting. Moved by Susan Danard, seconded by Brian Burtch, carried unanimously.

4. Information Reports 5:42

.1 Acting Director's Report 5:42

● Acting Director Pamela Roberts noted that she had spoken with Zoe Mackoff de Miranda today, who is doing well, misses everyone, and is looking forward to returning.

● Commissioners acknowledged the depth and range of the distributed Director's Report.

● David Youngson provided additional context on the GH Lynum Gift Fund. The Fund's executors were introduced to MONOVA through past relationship-building efforts, including David's bread-making workshop. MONOVA received a significant donation from the Fund at the end of the year.

Archives:

● Discussion was held on the untapped potential of the Archives and Pamela's vision for growing programming and visitor engagement in this space. Ideas raised included a visitor-facing digital discovery area, family programming, and school programs.

● Councillor Back raised that people don't always know when the Archives is open or what's available when they arrive, and expressed interest in seeing more family programming developed.

● David Youngson reflected on the Archives as an invaluable resource for personal and community history research, and noted the importance of making this more widely known.

● Susan Danard asked whether the Archives specifically attracts donors. Pamela Roberts noted that most donor engagement tends to be directed toward the Museum but some donations do come through the Archives. An intern will be starting to work in the Archives and focusing on research, storytelling, and programming, though operational constraints remain a challenge.

● General agreement that Archives programs are attractive to sponsors and that building audience for the Archives would be a meaningful next step.

Sponsorship and Foundation Ambassador Role:

● David Youngson suggested that Commissioners could take on more of an ambassador role in supporting sponsorship development, particularly for the Making History event. He noted the value of informal relationship-building in generating donations.

● David Youngson noted that Fred Lee has contacts within the hospitality industry who may be able to bring in sponsorships, particularly around event catering and supplies. Pamela Roberts confirmed that Emmanuela had met with Fred.

.2 MONOVA Foundation Update 6:00

● Pamela Roberts provided an overview of the Friends Society and the rationale for transitioning to a Foundation model. Key context: the Friends Society was formed when MONOVA was a much smaller organization and played a critical role in promoting the museum and fundraising for the new building.

● Two primary reasons for the transition were outlined: (1) the membership model creates conflict with MONOVA's passholder model, and (2) the current Friends board does not have the fundraising or donor stewardship capacity needed for MONOVA's current scale.

● A portion of the funding MONOVA currently receives does not flow through the Friends; however, Pamela Roberts agreed to look into the exact proportion as a follow-up action.

● Pamela Roberts noted that a Foundation transition document and draft bylaws were circulated in advance of the meeting. These were developed with the assistance of an external consultant with experience in setting up foundations.

● The proposed Foundation model would see the Commission Chair and Acting Director/Director serve as ex officio board members. The board would be composed of members who elect directors.

● Ginette Handfield's written comments were noted. Brian Burtch suggested that it would be important to bring the matter back with Ginette present so her concerns can be raised and discussed directly.

● David Youngson noted that this transition represents a maturation of MONOVA's fundraising and organizational development. He confirmed the goal is to have the new Foundation structure approved by the existing Friends at their AGM in September 2026, and that the Commission is looking to have the documents formalized at the June 2026 meeting.

● David Youngson confirmed that current Friends members would be recognized for their contributions, that their memberships would be extended by calendar year, and that they would be welcomed to volunteer and participate in the new structure.

Actions arising:

● All Commissioners to review the draft Foundation bylaws and provide written feedback within two weeks.

● Pamela Roberts to provide statistics on the proportion of MONOVA funding flowing through the Friends Society versus directly through the City/MONOVA.

● A timeline with milestones (including CRA feedback checkpoint) to be added to the Foundation transition roadmap document.

.3 District of NV (Councillor Back) 6:22

● A public hearing was held regarding the Polygon development project at the Valley Mall Plaza site. The proposal includes a rental building with ground-floor commercial, second-floor office, and four floors of rental housing. Current tenants of the 32 Draycott Gardens homes are being offered rental suites at their current rent in the new development.

.4 BDO Audit Report 6:27

Representatives from the committee met on April 15th, 2026, to receive BDO’s audit report of NVMA Draft Financial Statements 2025. Brian Burtch provided an overview of the meeting which was also attended by David Youngson, Pamela Roberts, and Councillor Bell. The auditors expressed that they were very happy with the organization overall and found nothing amiss

regarding standards. Commissioners asked questions on the 2025 financials which showed a surplus of $5,412 and an accumulated deficit of $129,938. It was reiterated by the Governance Committee that the accumulated deficit is largely the result of unbudgeted strata fee increases from 2024.

● The Committee recommends the NVMAC accept the 2025 Audited Draft Financial Statements as prepared by BDO Canada.

MOTION : That the 2025 Audited Draft Financial Statements as prepared by BDO Canada be approved and adopted.

Moved by Councillor Don Bell, seconded by David Youngson, none opposed.

.5 Friends Society 6:40

● No Friends Society representative was present. Ginette Handfield had submitted written comments in advance by email, which were noted under the MONOVA Foundation Update discussion above.

6. Councillors' Reports 6:45

.1 City of NV (Councillor Bell) 6:45

● Cloverly School: The City is building a new school at the Cloverly site. At full capacity the school will accommodate 550–580 students. It will open with elementary grades and expand as those grades move through. Traffic and parking concerns from surrounding residents were raised through the design process, and the City worked to develop a compromise approach to road narrowing and sidewalk widening after acknowledging that initial community engagement had not been well handled.

● Crosscut Bridge (formerly Cassano Bridge): The bridge is in place. Approaches and finishing work will take another four to five months before it opens.

7. Adjournment 6:56

Moved by Brian Burtch, seconded by Susan Danard, carried unanimously.

Next meeting: Wednesday, May 20, 2026, 5:30 pm.