

North Vancouver Community Associations Network (NVCAN)

DRAFT MINUTES of the Board Meeting

Date: Wednesday, July 26, 2017
Location: Mollie Nye House, 940 Lynn Valley Rd, NV
Time: 7:00 pm – 8:45 pm

Present: John Miller, President
Irene Davidson, Vice-President
Babs Perowne, Secretary-Treasurer
Corrie Kost, Communications
Katherine Fagerlund, Member-at-large
Margaret Fraser, Member-at-large

1. **Welcome.** John welcomed the Board and thanked Margaret for providing the meeting space.
2. **Approve agenda.** The agenda was approved without changes.
3. **Approve minutes.** The minutes of the previous Board meeting held March 1, 2016, were approved.
4. **Review of shirt-sleeves meeting with Mayor/Councillors.** The Board briefly reviewed the shirt-sleeves meeting with its focus on communications with DNV. John gave an overview of the subsequent meeting with staff. Dave Stewart advised that shirt-sleeves meetings are being discontinued as any meeting that has 4 or more councillors and mayor attend as that constitutes a quorum and becomes a formal meeting. We can, however, request a 'workshop' meeting which will be scheduled and minuted by DNV. Issues discussed at the follow-up meeting with staff included:
 - a. **DNV website:** download time for long documents (eg agendas), only current by-laws are on-line – asked for a list of by-laws and an indicator for those on-line. DNV uses software packages to provide operational services. These packages may not readily allow access to historical files. Transition period is still underway in some cases and more data may be available later.
5. **Review email policy.** After discussion, it was agreed that the email policy would remain as is. Correspondence received by info@nvcn.ca would be circulated to all NVCAN members unless the body indicated it was for specific member(s). It is up to individual members to pass the correspondence on to their members or delete, at their discretion.
6. **Review website: home page, contents, etc.** The Board decided to add the NVCAN Terms of Reference to the website as a link, and to remove the line referencing FONCVA from the home page. After discussion, it was agreed to report on site usage at general meetings rather than posting on the website, and to review the possibility of adding population figures for each CA.
7. **Schedule election of board member to replace Margaret Fraser (retired rep LVCA).** The Board agreed to hold an election to fill the vacancy on the Board at the September general meeting, following the practice used to replace the previous retired Board member. The announcement for the meeting will give sufficient lead-time for members to consider appropriate candidates. Some discussion was held regarding whether vacancies on the Board should be filled by appointment or election. The Terms of Reference do not specify the process (election/appointment). An item for the September general meeting will be to discuss the process to fill interim Board vacancies.
8. **Future speakers/workshops.** The Board reviewed the calendar of meetings and possible speakers for the coming year. After discussion, it was agreed that it was desirable to have speakers who

represented all areas in DNV. The Board identified the following topics as being of general and relevant interest. The topics will be presented for confirmation at the September general meeting. The topics relate to impact of town centre development on: School District (issues it faces in providing school spaces); Emergency Services; Day Care.

9. **Schedule NVCAN meetings 2017/18.** The proposed meeting schedule is September – general meeting/by-election, October – speaker, November – general meeting, January – general meeting, February – workshop for CA development, March – general meeting, April – speaker, May – regular meeting, June – AGM/elections.
10. **Next Meeting.** No date was set.
11. **Meeting Adjourned** at 8:45pm.