

# Board of Directors Manual

Gulf of Georgia Cannery  
12138 Fourth Ave.  
Richmond, BC  
V7E 3J1

[www.gulfofgeorgiacannery.com](http://www.gulfofgeorgiacannery.com)

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# ABOUT US

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## A. Mission / Vision / Mandate / Values

### **Mission**

Our mission is to preserve and promote the history of Canada's West Coast fishing industry.

### **Vision**

*Our vision is to be the place to showcase the past, present, and future of Canada's West Coast fishing industry.*

### **Mandate**

The Society works to make the history of Canada's West Coast fishing industry accessible to the public with interpretation at the Gulf of Georgia Cannery National Historic Site and beyond. Working in partnership with Parks Canada, the Society is responsible for all day-to-day aspects of the Gulf of Georgia Cannery National Historic Site's operations.

### **Values**

We believe that the West Coast fishing industry is the lens to understand complex issues, past, present and in the future. Our values guide our actions and define what matters most. We are dedicated to delivering on our mission, and to being inclusive, collaborative and accessible. We view these values as key to our success:

- Entrepreneurial
- Adaptable
- An authentic experience
- An iconic attraction

## **B. History of the Society**

In 1975 members of the Steveston Historical Society started on the long road that led to the Gulf of Georgia Cannery becoming a National Historic Site and the active museum that it is today.

Once home to as many as 15 canneries, by the 1970s, Steveston had only one active cannery: the BC Packers Imperial Plant. Many of the long unused cannery buildings had been demolished, burned down, or were falling apart. Before the Gulf of Georgia Cannery suffered the same fate, a movement began to preserve the building as a National Historic Site and to create a museum to interpret the fishing history of Canada's West Coast for future generations.

In June 1976, the Historic Sites and Monuments Board was looking into commemorating primary industries and recommended Steveston as a suitable site to interpret the West Coast salmon industry. A Gulf of Georgia Committee of the Steveston Historical Society was formed and spent the next few years advocating with governments to ensure that Steveston would have a museum and that it would be housed in the Gulf of Georgia Cannery.

Eventually, a separate society devoted solely to the future Gulf of Georgia Cannery Museum was formed. This was a hands-on organization working in partnership with the federal government to ensure the museum would become a reality. Known as the Gulf of Georgia Cannery Society, this group was incorporated on December 11, 1986.

The next year, a Visitor's Centre was opened to the public in today's administration building. Parks continued working to preserve the Cannery building and create interpretation for the public. Walking tours of the centre, wharf, and exterior of the Cannery were offered that summer to visitors willing to sign a waiver and wear a hard hat.

In 1990, Society board members met with Parks Canada representatives regarding a working partnership. A memorandum of understanding was signed between Parks Canada and the Society in November 1992 outlining the working relationship. Over the next few years, countless volunteer hours were spent negotiating and writing partnership agreements.

After many years of work, on June 25, 1994 the Gulf of Georgia Cannery National Historic Site museum was officially opened to the public. Among the invited guests were many former cannery workers. The sound of the cannery whistle was heard again.

However, work at the Gulf of Georgia Cannery was not yet complete. A Canning Line Committee was formed to recreate a line that would look as if it had just been shut down mid-shift. On May 3, 1998, the canning line exhibit was unveiled along with a new front desk, reception area, restrooms, and gift store.

After pouring their hearts into the preservation of the site, the Society members felt that they could and should be overseeing operations. Through negotiations with Parks Canada, by the year 2000, the Society was poised to take on the role of full-time operator of the Cannery. This required a review of the management plan, preparation of manuals, and much consideration over the fine print of future agreements. This process established the Society as a pioneer in partnership agreement with Parks to operate the National Historic Site.

Currently in its 5<sup>th</sup> contract, the Society has had great success in operating the site. In 2010, the site opened year round for the first time and continues to grow each year. Working in partnership with many community organizations and businesses has helped the Cannery continue to be a proud and beloved institution in Steveston. This type of partnership with Parks remains rare, with only a handful of other historic sites operating similarly in Canada.

### **C. Site Overview**

At the time of its construction in 1894, the Gulf of Georgia Cannery was the largest cannery on the West Coast. Today it is the last remaining cannery of the fifteen that once lined the banks of the Fraser River in Steveston. The facility has served many purposes under many fishing companies over the years.

1894 – 1930 Salmon Canning  
1931 – 1939 Net loft & Fresh fish depot  
1940 – 1948 Herring canning and reduction  
1948 – 1979 Herring reduction

Located on the South Arm of the Fraser River, the site is a hallmark of the quaint Steveston village and is situated along the popular Richmond dike trail. Key exhibits include:

- a functioning salmon canning line,
- a herring reduction plant,
- fish and fishing methods used on the West Coast, and
- a flexible feature exhibit space.

The Gulf of Georgia Cannery is open to the public from 10am-5pm daily, year round and has welcomed approximately 45,000 visitors each year since 2010.

Admission rates are:

- Adults \$7.80
- Seniors \$6.55
- Youth \$3.90
- Family \$19.60
- Children under 6 years old are free

For more information, visit our website at [www.gulfofgeorgiacannery.com](http://www.gulfofgeorgiacannery.com).

# Board Membership Guidelines & Policies

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## A. Oath of Confidentiality (signed by board members)

Approved Sept. 11, 2014

Board members are expected to abide by the following Oath of Confidentiality.

I, (board member name), understand that I may become aware of confidential information during my term as a Board or Committee member of the Gulf of Georgia Cannery Society and that such confidential information which may come to my knowledge shall not be divulged.

I do willingly promise to hold in confidence all matters that come to my attention in relation to my position as a Board or Committee member of Gulf of Georgia Cannery Society. I will respect the privacy of clients, volunteers, staff, and other board/committee members. Further, I will not divulge confidential information from this Society when my term as a board/committee member is finished.

## B. Conflict of Interest Policy

Approved Sept. 11, 2014

Board members are expected to abide by the following Conflict of Interest Policy.

The Gulf of Georgia Cannery Society (henceforth the “Society”) adheres to high standards of ethical conduct in governance and operations through a conflict of interest policy to ensure that governing body members, personnel and/or consultants do not have or give the appearance of conflicts of interest and do not use their relationship with the organization for personal gain.

Conflict of interest policies and procedures ensure that contracts and business arrangements serve the Society’s best interests, not private interests.

- A. Members of the Society’s Board of Directors, personnel, paid consultants and volunteers are prohibited from having direct or indirect financial interests in the assets, leases, business transactions or professional services of the Society;
- B. Members of the Society’s Board of Directors do not receive honoraria from the Society;

- C. Society personnel, paid consultants and volunteers are expected to avoid real, apparent, or potential conflicts of interest between their duties to the Society and personal interests. Duties to the Society include, but are not limited to:
  - Employment responsibilities as outlined in job descriptions, and
  - Adherence to Society policies and procedures
- D. Members of the Society's Board of Directors disclose any conflict of interest or perceived conflict of interest with regard to the Society and excuse themselves on matters where their objectivity would be compromised.
- E. No member of the Society's Board of Directors, personnel, volunteer, or paid consultant, receive preferential treatment with regard to services provided by the Society.
- F. Members of the Society's Board of Directors, personnel, paid consultants and volunteers provide a disclosure of information letter if a conflict of interest situation arises.
- G. Management facilitates disclosure of information to prevent and manage potential and apparent conflicts of interest.
- H. When the Society's Board of Directors discusses or votes on business transactions or current professional services in which a Board member is personally involved, the involved Board member:
  - a. Discloses this information; and
  - b. Does not participate in any discussion or vote taken with respect to such interests.

### **C. Society Code of Ethics (signed by employees)**

Approved June 26, 2014

Society employees, board members and volunteers are expected to abide by the following Code of Ethics when conducting work at the Gulf of Georgia Cannery National Historic Site and/or on behalf of the Gulf of Georgia Cannery Society.

- A) We are committed to working together for the advancement of the Society's mission.
- B) Our actions are open, honest and caring.
- C) We refrain from doing anything that could be considered improper conduct including illegal, fraudulent, dishonest, or unethical behaviour or serious negligence in the performance of duties.
- D) We work to the best of our ability.

- E) We act professionally and courteously by:
  - arriving on time to work and work related meetings,
  - conducting work with honesty and integrity, and
  - showing respect and support for colleagues.
  
- F) We are respectful and polite to one another, volunteers and members of the public. We do not raise our voice, swear, or speak in a manner that makes another person feel belittled.
  
- G) We are respectful of each other's differences. When communicating with people from other backgrounds, we take care to ensure that cultural differences are considered.
  
- H) We communicate with each other in a clear and respectful way that validates others' feelings and provides colleagues with the information they need to do their job well.
  
- I) We contribute to creating a positive work environment.
  
- J) We hold each other accountable when agreements are not honored.
  
- K) We regularly share feedback in a respectful way for the purpose of improved performance.
  
- L) We seek to improve our performance by:
  - evaluating and learning from our successes and our mistakes,
  - recognizing achievements and celebrating successes, and
  - seeking new challenges.

## **D. Board of Directors Expense Reimbursement Policy**

Approved July 8, 2010

Board members may seek reimbursement for board expenses as per the following policy:

### **1. Purpose and Scope:**

The Gulf of Georgia Cannery Society has, since its inception, been dependent upon the contribution of time and talent from dedicated volunteer board and committee members. This policy is designed to ensure that board and committee members are fairly and equitably reimbursed for expenses incurred directly as a result of their volunteer responsibilities with the Gulf of Georgia Cannery Society.

### **2. Application of Policy:**

This policy applies to all expenses incurred by a director or committee member while performing their duties and responsibilities on behalf of the Society. These expenses must be pre-authorized in either the annual budget as approved by the board, or by a resolution at a meeting of the Executive Committee. All receipts must be itemized and



submitted to the Executive Director prior to the end of the fiscal year in which they were incurred. No board member shall be responsible for authorizing his or her own expenses or for signing an expense cheque payable to himself or herself.

**3. Training and Professional Development:**

Board and committee members may attend conferences, seminars or courses from time to time in order to enhance their ability to act as a board member. All training and professional development expenses must be pre-approved by the Executive Committee. The per diem maximum per person, including gratuities, is: Breakfast \$12, Lunch \$12, Dinner \$30.

**4. Meals and Entertainment:**

Reasonable meal expenses are eligible for reimbursement. This may include entertainment of current and potential Society supporters and/or partners and working meals for meetings or training.

**5. Travel/Transportation Expenses:**

Reimbursement will be made for all reasonably necessary travel on Society business, including; parking, public transit, taxis and private automobiles at the rate of \$0.50 per kilometre for trips over 20 kms in length.

**6. Lodging / Accommodations:**

Hotel accommodations may be eligible for reimbursement when an overnight stay is required.

**7. Gifts:**

Recognizing that it is appropriate to use Society funds to purchase appreciation awards and gifts, reimbursement will be made for reasonable and modest gift purchases. Board and committee members should consult and seek the approval of the Executive Director and/or the Treasurer to ensure these expenses have been included in the annual budget.

**8. Office Supplies and Miscellaneous Expenses:**

Board and committee members are encouraged to use the supplies and resources available at the Society offices whenever possible. They are also expected to absorb, without reimbursement, minor expenditures for office and other supplies. However, when costs are incurred and receipts available, board and committee members are eligible for reimbursement for photocopying, printing, and long distance phone calls. The Chair of the Board of Directors is eligible for reimbursement of up to \$60 per month for use of personal electronic communications devices.

## **E. Procedures for In Camera Meetings**

Approved Sept. 12, 2013

In camera sessions held by the board of directors must be held according to the following procedures.

### **1. In Camera Items on the Agenda**

The agenda will indicate only that an in camera session is being held. In order for meetings to run efficiently, when possible, in camera items will be discussed together in one session at the beginning or end of a meeting.

### **2. In Camera Meeting Protocol**

a) During a meeting, the Chair will ask for a motion to move in camera to consider a confidential report. Before the vote on the motion is called, anyone who is not a member of Board of Directors for the Gulf of Georgia Cannery Society must leave the room, unless specifically invited to remain by a majority of the Board of Directors of the Society.

b) Board, or the Committee, shall determine which staff members, Board liaisons or members of the public, if any, are permitted to attend a specific In-Camera Meeting.

c) It is important to ensure that in camera documents are not visible to others during an open session of a Board or committee meeting.

d) It is not expected that confidential reports are returned following a meeting, unless otherwise specified by the Chair. In this case, confidential materials will be returned to the Secretary of the meeting.

e) When the in camera session concludes, the Chair will ask for a motion to move to open session. After the motion is passed, those who left the room will be invited to return to the meeting. No discussion from an in camera meeting should be disclosed at any time unless specifically directed by resolution.

f) Members of the Board, the Senior Administration and others in attendance, will observe the strictly confidential nature of the documents and the business discussed and subsequent report dealt with during an in camera session and it is their responsibility to ensure that such information is not divulged to unauthorized persons. The contents of a confidential document or discussion can only be shared among members of the particular body in which it was addressed and to those persons who were entitled to be in attendance at the meeting.

### **3. Issues to be Addressed In Camera**

The following confidential issues may be addressed at an In-Camera meeting:

(a) personnel matters, where it is reasonable to assume that an individual or individuals may be identified

(b) a potential or imminent purchase or sale of any goods or services where the public release of the information could negatively affect the Society's interest in the transaction;

- (c) personnel relations, staffing issues, or employee negotiations;
- (d) intergovernmental relations, including lobbying and negotiation strategies;
- (e) litigation or potential litigation;
- (f) any advice or communications that are subject to solicitor-client privilege; or
- (h) any issue covered by another policy, by-law, or applicable legislation that requires the Board of Directors to meet privately.

#### **4. In Camera Minute Taking**

The proceedings and reports from in camera sessions do not form part of the public minutes. Only the actions taken by the Board or committee and a reference to supporting materials will be documented. The record of the in camera session will be kept separately on file as confidential in the office of the Executive Director and will not be circulated.

## **F. Protocol for External Representation**

Approved Oct. 13, 2011

Board members will occasionally represent the Society in meetings and negotiations. These meetings should be held according to the following protocol.

**"Informal Meeting"** means a meeting or unplanned discussion between one or more Directors and another person, group, Society, or organization that would not be reasonably regarded as necessary to seek permission from the Chairman of the Board or the Board.

**"Formal Meeting"** means a meeting or planned discussion between one or more Directors (the **"Requesting Directors"**) and another person, government official, Society, or organization that would be reasonably regarded as prudent or necessary to seek permission from the Board. Meetings involving any of the following would generally be regarded as Formal Meetings:

- a. Meetings with government officials.
- b. Meetings where the Society would incur expenditures of more than \$500.00.
- c. Meetings where the Requesting Directors would be negotiating or preparing to negotiate agreements or contracts.
- d. Meetings that would result in the Society receiving media attention.
- e. Meetings that take place outside of the Lower Mainland.

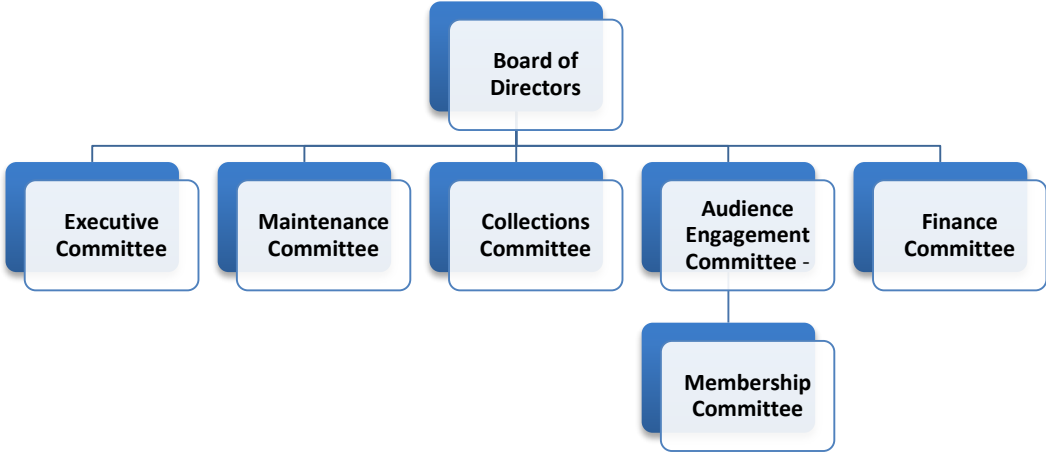
1. The Board of Directors of the Gulf of Georgia Cannery Society (the "Society") encourages each Director to represent the Society in the community and abroad.
2. The Board believes it is in the best interest of the Society to establish general guidelines with respect to Directors representing the Society in Formal Meetings for accountability purposes.
3. Requesting Directors require the permission of the Board, in the form of a resolution, before representing the Society in a Formal Meeting.

- a. Requesting Directors shall seek permission in a timely manner so that the Board will have adequate time to inquire, consider, and determine if the Formal Meeting is in the best interests of the Society.
  - b. In granting such permission, the Board may impose any limitations or provide any guidance that it sees fit on the Requesting Directors at the Formal Meeting.
  - c. Before a Formal Meeting commences, the details of the Formal Meeting and any such guidance or limitations provided shall be noted in the minutes of the Board meeting.
  - d. At the subsequent Board meeting, the Requesting Directors shall report to the Board the results of the Formal Meeting.
4. The Board shall not make onerous or unreasonable requests of any such Director seeking permission for a Formal Meeting, and shall not unreasonably withhold such request.
  5. For greater certainty, such permission may be obtained by electronic vote pursuant to By-law S.12(a), providing that the Formal Meeting does not lead to the Society incurring expenses greater than that provided in By-law S.12(a)(iv).

# Committees

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## A. Board Committees



### **Executive Committee**

Purpose: to provide oversight of key strategic activities, regularly review the Society’s overall performance, ensure effective business practices and provide leadership to advance the Society’s mission

Members: Board Chair serves as committee chair, 1st and 2<sup>nd</sup> Vice Chairs, Past Chair, Treasurer and Secretary.

Informational member: Executive Director

### **Maintenance Committee**

Purpose: to support the Executive Director in the ongoing maintenance of the buildings on the Gulf of Georgia Cannery National Historic Site

Informational members: Executive Director, Maintenance Officer, Parks Canada Site Liaison, Parks Canada Asset Management Advisor

### **Collections Committee**

Purpose: to make recommendations to the Board of Directors and Parks Canada on initiatives relating to the archival and artifact collections held by both parties at the Gulf of Georgia Cannery

Informational member: Collections Manager

### **Audience Engagement Committee**

Purpose: to support the Audience Engagement Manager in implementing the site's interpretive plan

Informational members: Audience Engagement Manager, Marketing and Visitor Services Manager, Collections Manager, and a representative of Parks Canada.

### **Membership Committee**

Purpose: to provide advice on initiatives relating to members of the Gulf of Georgia Cannery Society

Informational members: Marketing and Visitors Services Manager, Manager of Audience Engagement

### **Finance Committee**

Purpose: to oversee the financial operations of the Society and advise on strategic fund development initiatives

Informational members: Executive Director, bookkeepers

## **B. 2015-16 Board Committee Membership**

### **Executive / Finance**

Dave Semple, Chair

Kit Grauer, 1<sup>st</sup> Vice Chair

Ken Flores, 2<sup>nd</sup> Vice Chair

Jim Kojima, Treasurer

Ryan Garnett, Secretary

Ralph Turner, Past Chair

### **Collections**

Geoff Matheson – Committee Chair

Everett Pierce

Ralph Turner

Sue Girling

Anne Ikeda

Helena Petkau

### **Maintenance**

Dave Semple – Committee Chair

Jon Spalding

Ralph Turner

Paul Schaap

Jim Kojima

### **Audience Engagement**

Kit Grauer – Committee Chair

Nora Medenwaldt

Eileen Carefoot

Nikki Barnes

Sarah Glen (Steveston Historical Society)

Brenda Yytri (Steveston Community Centre)

Joel Baziuk (Steveston Harbour Authority)

### **Membership**

Eileen Carefoot – Committee Chair

Ryan Garnett

Anne Green

Sheldon Nider

Helena Petkau

## C. Operational Committees

*(overseen by staff, board members may choose to participate as volunteers)*

### **Farmer's Market Committee**

Purpose: to support the Market Manager in the successful operation of the Cannery Farmers' Market

Members: Market Manager, Audience Engagement Manager, market volunteers Jim Kojima, Dave Semple, Ralph Turner

### **Health & Safety Committee**

Purpose: to identify and make recommendations on issues relating to employee, volunteer, and visitor health and safety at the Gulf of Georgia Cannery National Historic Site

Members: Executive Director, Operations Manager, Head Interpreter, Special Events and Volunteer Coordinator, Board Member Liaison Ralph Turner

**Oral History Advisory Committee** – coming 2016

## D. Ad Hoc Committees

### **Constitution & By Law Committee**

Purpose: to advise on changes to the Society's Constitution & By Laws

### **Executive Director Hiring Committee**

Purpose: to coordinate the recruitment and hiring of the Executive Director

### **Exterior Enhancement Committee**

Purpose: to advise on the Exterior Enhancement project begun in 2014

# FUNDING

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## A. Annual Funders

### **Parks Canada**

The Society is currently on a 3 year contract with Parks Canada with the option to renew two times for one year each. The current contract expires Sept. 2015. The Society receives \$500,000 from Parks Canada for the operation of the site.

In addition to this operation funding, Parks Canada may support the Society through the following initiatives:

- Investment in capital projects with costs greater than \$10,000
- Management of the Society's IT needs (contract renewed annually)
- Hiring summer students through Parks Canada's Young Canada Works program (annual application aligned with Parks Canada priorities)
- One time, special funding for interpretive projects
- Assistance with program development through Parks Canada's Visitor Experience Product Development Officer
- Assistance with maintaining the Parks Canada collection on site

### **BC Community Gaming Program**

The Society receive funding through the provincial Gaming grants for additional interpretation. This is applied for annually. Funds received generally range from \$10,000 - \$20,000 and are put toward the cost of developing an annual feature exhibit.

### **Service Canada – Summer Student Grants**

The Society has received support from Service Canada through its Summer Students grants for many years. These grants are applied for annually. We generally receive funding for 2-3 students (\$10,000 - \$12,000) to work full time for 14-16 weeks.

### **City of Richmond**

For the last few years, the Society has received \$500-\$2,000 from the City of Richmond to support various special events.



## **B. Current Financial Supporters**

### **Grantors**

BC Gaming Commission, Community Gaming Grants  
Service Canada, Canada Summer Jobs  
City of Richmond  
Pacific Salmon Foundation (\$8,000 in 2013, \$5,000 in 2014, \$10,000 in 2015)  
EventHost BC (\$5,000 in 2015)  
Tides Canada Foundation (\$2,500 in 2013)  
VanCity Credit Union - Community Project grant (\$1,500 in 2013)

### **Sponsors**

Nikkei Centre - Nikkei Fishermen Families' Legacy Challenge (\$10,000 in 2013)  
G&F Financial Group (\$1,500 - \$2,000 annually)  
Port Metro Vancouver (\$2,500 in 2014)  
WorkSafe BC (\$5,000 in 2014)  
Pacific Coast Fisherman's Mutual Marine Insurance Company (\$2,000 in 2014)

### **Community Friends**

Steveston Harbour Authority  
O'Hare's Gastropub

### **In-Kind**

Georgia Straight, Richmond Review, Steveston Insider, Western Mariner Magazine, Blue Canoe Restaurant, Nikkei National Museum, Emily Carr University of Art and Design, Canfisco, Steveston Community Society, Safeway, Ichiro Japanese Restaurant, Richmond Museum and Archives, the Canadian Sablefish Association, BC Salmon Marketing Council, Canadian Pacific Sardine

## C. Contingency Fund Policy

Approved April 12, 2014

### **Contingency Fund Purpose**

The Gulf of Georgia Cannery Society (the 'Society') will maintain a Contingency Fund to provide funds for:

- Short-term cash flow shortfalls,
- Extraordinary and unbudgeted expenditures,
- The legal defense of the Society associated with the resolution of complaints,
- Costs associated with dissolving the Society, or
- Other purposes as approved by resolution of the Board of Directors of the Society.

### **Contingency Fund Target Balance**

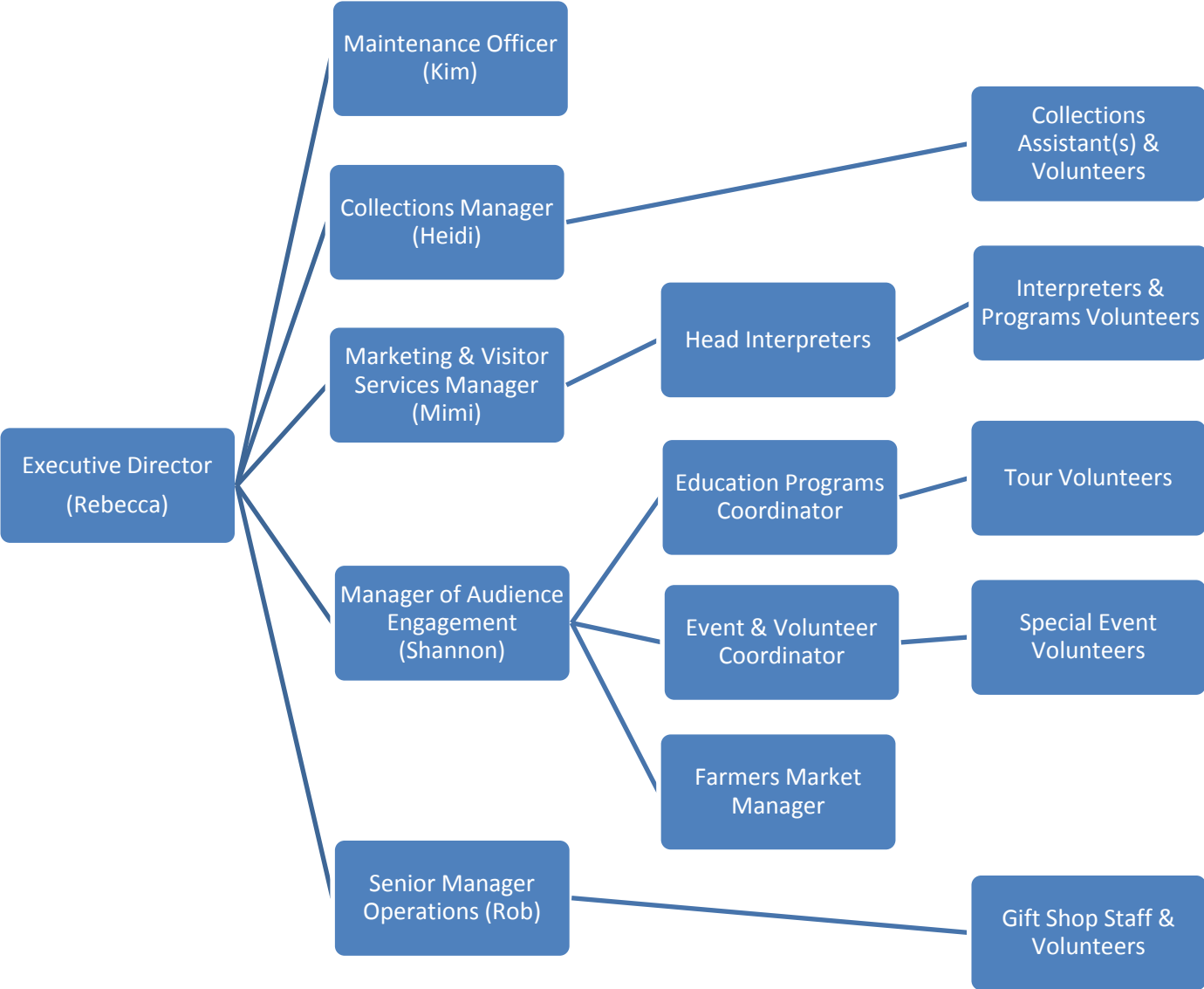
The Society will grow the fund to a balance of \$250,000 or 6 months' general operating costs.

### **Contingency Fund Administration**

- The fund will be established with \$100,000 from current operating funds.
- The Society will contribute any surplus at the end of each fiscal year starting in 2013, until the target balance is reached.
- The Society will endeavor to replace any funds withdrawn within the fiscal year and to maintain the account at the Target Balance.
- The fund will be held in an interest bearing account or term deposit and the interest will be reinvested in the account.
- Any withdrawal from the fund must be approved by a resolution of the Board of Directors of the Society.
- Any change to the target balance or the contribution policy must be approved by a resolution of the Board of Directors of the Society.
- The Treasurer of the Society will report on the fund regularly as part of other routine financial reporting.

# OPERATIONS

## A. Organizational Chart



## **B. Staff Contact List**

### **Rebecca Clarke, Executive Director**

Rebecca manages the Board of Directors, handles the finances and fund development and supervises the operation of the site.

Email: [rebecca.clarke@pc.gc.ca](mailto:rebecca.clarke@pc.gc.ca)

Cell: 778-836-0230

### **Rob Hart, Operations Manager**

Rob manages the gift shop, oversees rentals and other administrative tasks.

Email: [rob.hart@pc.gc.ca](mailto:rob.hart@pc.gc.ca)

Work: 604-664-9134

### **Mimi Horita, Marketing & Visitor Services Manager**

Mimi oversees all marketing and promotion, and manages the visitor services staff.

Email: [mimi.horita@pc.gc.ca](mailto:mimi.horita@pc.gc.ca)

Work: 604-664-9006

### **Shannon King, Manager of Audience Engagement**

Shannon oversees the development of feature exhibits, maintenance of permanent exhibits and development of public programming. She also supervises the Education Programs Coordinator and the Events and Volunteer Coordinator.

Email: [shannon.king@pc.gc.ca](mailto:shannon.king@pc.gc.ca)

Work: 604-664-9282

### **Heidi Rampfl, Collections Manager**

Heidi oversees the Society and Parks Canada's artifact collections and responds to historical inquiries.

Email: [heidi.rampfl@pc.gc.ca](mailto:heidi.rampfl@pc.gc.ca)

Work: 604-664-9007

### **Education Programs Coordinator**

This person oversees the group programs, bookings and visitor services scheduling.

Work: 604-664-9234

### **Events & Volunteer Coordinator**

This person oversees the delivery of special events on our site. They also recruit, orient and organize general appreciation for volunteers.

Work: 604-664-9261

**Front Desk** - 604-664-9009

**Faxes** - Admin: 604-664-9008, Cannery: 604-664-9137

## C. CURRENT ACTIVITIES

### Membership

The Society generally maintains a membership of approximately 250 individuals and a handful of local businesses. Member benefits include:

- Free admission to the Gulf of Georgia Cannery National Historic Site
- 20% discount on Cannery Store purchases
- Invitations to members only events
- Subscription to the Cannery Currents newsletter
- Discounts on site rentals, special events and research fees
- Voting privileges at the Annual General Meeting

#### Annual Membership Fees \*

|            |      |
|------------|------|
| Individual | \$20 |
| Senior     | \$18 |
| Family     | \$35 |
| Corporate  | \$60 |

\*Two year memberships may be purchased at double the cost of an annual membership.

### Group Programs

A variety of different educational programs are offered to school and public groups. These programs give participants of all ages a better understanding of the many interesting and complex issues surrounding the West Coast fishing industry. Our current program offering includes:

#### School Programs

|  |   |
|--|---|
| From Sea to Me (Grades K-1)                  | Cannery Stories (Grades 4-6)            |
| Fishy Business (Grades 2-3)                  | Seafood for Thought (Grades 6-8)        |
| Salmon People: Coast Salish Fishing (Gr 4-5) | Guided Tour & Machine Demo (All grades) |
| Machines at Work (Grade 5)                   |   |

All school programs are available in French and English.

In addition to our programs, teachers may borrow our My Monster Cannery or BC's Fishing History educational kits.

Detailed description of these programs can be found in our Education Program brochure or on our website.

### Public Programs

From Sea to Me (pre-school)

Cannery Quest (Ages 5-12)

Birthday Party (Ages 5-12)

Girl Guides Heritage Badge Program

Commercial, senior and adult ESL groups also often book our Canning Line tour and machine demonstration.

### **Special Events**

Each year, the Society organizes and participates in a number of events which enhance the quality of the visitor experience. These events allow us to interpret a wider range of issues than what is found within the walls of the Cannery building, and offer new and different options to encourage repeat visitors. They also augment the visitor's experience of the site and are designed to provide connections to the community and to relevant to issues facing society and the fishing industry today.

### Society events

The Society holds a number of events for the benefits of its members and volunteers. These include:

Annual General Meeting (April)

Exhibit Opening (Spring)

Members Potluck (September)

Volunteer Appreciation Christmas Breakfast (December)

### Cannery events

The Cannery Society organizes and hosts a number of seasonal and special events at the Cannery each year. These include:

Spring Break – Special activities for families and kids for two weeks in March. Regular admission charged.

Easter Scavenger Hunt – Easter salmon hunt with chocolate give away for kids on Easter weekend. Regular admission charged.

Canada Day – Special activities for families. Free admission.

Music Nights – Local musicians perform on the tank deck every Friday evening in July & August. Admission by donation.

Best Catch Sustainable Seafood Festival – Local chefs demonstrate cooking methods and a variety of sustainability organizations teach the public about seafood sustainability at this September event. Admission by donation.

Cannery Farmers' Market – A free indoor market held every other Sunday from October to April in the Cannery. Vendors from around the Lower Mainland sell food and crafts that adhere to the “Make it, bake it, catch it” credo.

Halloween Tours – The Cannery is turning into a backdrop for a haunting dramatic production for this weekend event in October. Special ticket pricing.

Santa Day – Done in partnership with the Steveston Merchants Association, Santa visits the Cannery and children have their picture taken with him. Admission by donation.

### Partner Events

Fishermen's Memorial Ceremony – Every April local fishermen, Joe Bauer organizes a memorial ceremony by the Net Needle Memorial. Guests are invited to the Cannery afterward for conversation and refreshments.

Tourism Challenge – The Cannery hosts individuals from through Vancouver's tourism industry free of charge as part of Tourism Vancouver's May event.

Doors Open Richmond – The Cannery opens its doors to the public free of charge during this City wide event in June.

Ships to Shore & Steveston Salmon Festival – The Cannery participates in a variety of ways in the City's Ships to Shore event and the Steveston Community Society's Salmon Festival, held the weekend around Canada Day each year.

Maritime Festival - The Cannery participates in a variety of ways in the City's Maritime Festival held at the Britannia Shipyards each August.

Culture Days – The Cannery offers free special tours during this national cultural event in September.

Great Canadian Shoreline Clean Up – The Cannery organizes a team of volunteers to help clean up Garry Point Park as part of the national Shoreline Cleanup event lead by TD Bank each September.

Festival of Trees – Working in partnership with the Steveston Merchants Association, the Cannery hosts Christmas trees decorated by Steveston businesses & organizations.

## **Exhibits**

### Temporary Exhibits

Each year the Cannery develops or hosts a major feature exhibit which occupies a significant space along the canning line. These exhibits generally open in spring each year and vary on topics. This allows the Society to interpret BC's fishing industry from historical, ecological, economic, cultural and artistic perspectives. Please check out website for descriptions of current and past exhibitions.

Additional, the Cannery hosts smaller exhibitions in the alcove area. Often these exhibitions provide an opportunity to share our artifact collection or information on the cannery building. This space also allows us to work with community organizations who may have artistic or informational display they would like to exhibit.

### Permanent Exhibits

Most permanent exhibits found in the Cannery were produced by Parks Canada. The Society oversees their maintenance and occasionally introduces new displays with the support of Parks Canada and outside funders. In 2014 the *Best Catch Multi-touch Screen* was introduced in the Fishing the West Coast gallery. This large interactive touch screen educates visitors about making seafood choices that support healthy waterways and oceans.

### Annual Photo Contest

Since 2007, the Cannery organizes a photo contest each year; seeking photography from across BC's fishing community. *Fishing the West Coast* Photo Contest helps document today's fishing industry. Photographs capturing the essence and diversity of commercial fishing on Canada's West Coast are selected to display in the Cannery during the winter months.

## **Collection**

The site is home to two artifact collections that contain approximately 10,000 artifacts and archival materials relating to the history of the Gulf of Georgia Cannery and the West Coast fishing industry in general. These collections belong to Parks Canada and the Gulf of Georgia Cannery Society and are managed by the Society's Collections Manager with assistance from Parks Canada.

Artifacts are mainly stored in the Cannery's upper mezzanines. Archival resources can be found in the library in the administration building.

Members of the public may come to the Cannery for research projects or purchase archival photos for private and public use.



## **Volunteers**

Every year, the Society relies on volunteers to help operate the Cannery in a number of areas. Volunteer positions include:

- Tour Guides and Greeters
- Educational Programs Leaders & Assistants
- Gift Shop Attendants
- Special Event Volunteers
- Collection and Archives Assistants
- Exhibit Construction and / or Maintenance
- General office
- Board of Directors and / or Committees

In 2014, 104 individuals volunteered over 2,300 hours. This generous support helps the Society succeed in all of its endeavours.

# Appendix A) Glossary/Acronym List

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|-----------------------|--|
| <b>Accession:</b>     | To accept an artifact, publication or archival document into the Society's collections or archives.  |
| <b>BCMA:</b>          | British Columbia Museums Association (the Society is a member)   |
| <b>CBCFU:</b>         | Coastal British Columbia Field Unit, the Parks Canada operations area which the Cannery belongs to. Others in our Field Unit are Fort Langley, Fort Rodd Hill and Fisgard Lighthouse, Pacific Rim and Gulf Islands National Park Reserves. |
| <b>CIS:</b>           | Commemorative Integrity Statement – The statement which identifies the reasons for the historical significance of a site.  |
| <b>CMA:</b>           | Canadian Museums Association (the site is a member)  |
| <b>“The Contract”</b> | The operating agreement between the Gulf of Georgia Cannery Society and Parks Canada, which outlines the responsibilities of both parties, the payment and payment schedule, and effective dates of the contract.                          |
| <b>CPP:</b>           | Canadian Parks Partnership – The national umbrella group of co-operative associations affiliated with National Parks, National Historic Sites, provincial and municipal parks & sites. (the Society is a member)                           |
| <b>CRM:</b>           | Cultural Resource Management – The policy developed by Parks Canada for the care and interpretation of historic places and artifacts.  |
| <b>DFO:</b>           | Department of Fisheries and Oceans, also known as Fisheries and Oceans Canada.   |
| <b>FHBRO:</b>         | Federal Heritage Building Review Office – the Ottawa-based federal government group which must approve any changes to the historic fabric of the Cannery.  |
| <b>HSMBC:</b>         | Historic Sites and Monuments Board of Canada – a federally-appointed board, with representatives from each province, which designates sites, people and events as “of national historic significance”.                                     |
| <b>Lane 2:</b>        | The one-time location of the Cannery's second canning line, running parallel to the existing Canning Line Exhibit; now used for Temporary Exhibits.  |
| <b>MOU:</b>           | Memorandum of Understanding, a document often used in place of a contract to signify an agreement between two parties with regard to a specific event, task or topic.  |
| <b>PC:</b>            | Parks Canada   |
| <b>PSF:</b>           | Pacific Salmon Foundation  |

- NHSC:** National Historic Site of Canada
- SCS:** Steveston Community Society which operates the Steveston Community Centre.
- SFAM:** Steveston Farmers & Artisans Market
- SHA:** Steveston Harbour Authority, the local authority created under the Small Craft Harbours Branch of DFO, which administers the two main areas of federally-owned properties on the Steveston waterfront (the Paramount site and the Gulf site) for the support of the fishing industry.
- SMA:** Steveston Merchants Association – a group of local businesses (we are a member).
- TOR:** Terms of Reference, a document which sets out the particulars of an entity, such as a committee, a project or a contract.
- “Upstairs”** The Cannery building as opposed to the admin building or “downstairs”.