

Thank you for considering a donation to the West Vancouver Archives. Please review the following information and contact the Archivist with any questions, or to make an appointment to discuss your potential donation.

## **WHAT IS OUR MANDATE?**

The West Vancouver Archives is the official repository for public and private records of significant and enduring value that contribute to an understanding of the history and development of the District of West Vancouver. By preserving these records and ensuring meaningful access, the Archives documents the activities of Council, the Corporation, committees, community organizations, businesses, families, and individuals, and promotes an awareness and appreciation of our heritage.

## **WHO FUNDS THE ARCHIVES?**

The District of West Vancouver funds the West Vancouver Archives. Additional project funding comes from federal government grants and tax-deductible donations provided by community organizations, businesses, and individuals.

## **WHY DO THE WEST VANCOUVER ARCHIVES NEED FINANCIAL SUPPORT?**

Community records represent an important part of our heritage and identity. They are deposited at the West Vancouver Archives by the community to ensure preservation and access over time.

Large donations of community records can be extensive in size or volume and may require significant labour to process. This additional community work cannot be accommodated by the municipal budget, so government and community grants are accessed to cover these extra costs. Many community organizations that donate records provide small annual donations of \$100 to \$200 to ensure that their community records can be adequately preserved and maintained for the future.

## **WHAT ARE FINANCIAL DONATIONS USED FOR?**

Donated funds are used to support projects to arrange and describe our holdings, and to digitize photographs and other records in order to make these available through our online catalogue. Funds are also used to purchase archival materials such as acid-free boxes and holders that ensure records are preserved over time.

## **WHAT IS THE ARCHIVES RESERVE FUND?**

In West Vancouver, there is increasing interest in local history, heritage, and archives. Research requests and accessions of community records have steadily increased in recent years, placing new demands on the Archives' ability to provide storage and access to our expanding holdings.

Recognizing and reflecting this interest, West Vancouver resident Kay Dickinson launched the Archives Building Development Fund in 2004. In 2019, Ken Harrison and Lesley McLaughlin approached the Archives with a generous offer to provide annual funds to support the Archives. Their donation was combined with the existing funds from Kay Dickinson to create the Archives Reserve Fund.

You can add to this tax-deductible fund by sending your donation to the West Vancouver Archives at the address listed below.

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**I WISH TO SUPPORT THE WEST VANCOUVER ARCHIVES:**

Here is my donation to the Archives Reserve Fund in the amount of \$ \_\_\_\_\_.

NAME:		
ORGANIZATION (IF RELEVANT):		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE NUMBER: ( ) -	EMAIL:	

Please make your cheque payable to the District of West Vancouver Archives Reserve Fund and send to the attention of Reto Tschan, Archivist at:

West Vancouver Archives  
680 17<sup>th</sup> Street  
West Vancouver, B.C.  
V7V 3T2

(604) 925-7298

[archives@westvancouver.ca](mailto:archives@westvancouver.ca)

A tax receipt will be provided.

**Freedom of Information and Protection of Privacy Act: Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used only for the purpose of processing your financial donation to the West Vancouver Archives. If you have questions about the collection and use of this information please contact Legislative Services, between 8 a.m. and 4:30 p.m., Monday to Friday, excluding statutory holidays, at 604-921-3497 at Municipal Hall, 750 17th Street, West Vancouver BC V7V 3T3.**