

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

Commencing at 5:30pm on Wednesday, April 16, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
JONATHAN EHLING
VICTOR ELDERTON (Chair)
KEVIN EVANS
JAMES FOX
DEREK HAMILL
GINETTE HANDFIELD
COUNCILLOR ROBIN HICKS
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
LAUREL LAWRY, Recording Secretary

REGRETS: SHERYL FISHER-RIVERS
GUESTS: SANDRA WHITE, DIANNA FOLDI (CNV Project Manager),
SHELLEY CRAIG (Urban Arts Architecture)

1. Call to Order at 5:30 pm.

Mr. Ehling moved and Mr. Hamill seconded the Approval of the Agenda.
The Chair announced that Volunteer North Shore & North Shore Community Services have recognized Terry Hood for their 2018 Community Volunteer Spirit Award.

2. Consent Agenda

- Approval of Minutes of Regular and In-Camera Meetings held March 21, 2018
- Recommended Museum Deaccessions Report #18

Mr. Evans moved and Mr. Ehling seconded

THAT the recommendations listed within the "Consent Agenda", be approved.

Recommended Museum Deaccessions #18

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 395 accessioned objects and 51 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

3. Presentation and Discussion of Updated Budget

Dianna Foldi, City of North Vancouver Project Manager for the New Museum Project, delivered a PowerPoint presentation to the Commission. Although the building is currently constructed to the podium level, a “ground breaking” ceremony to officially mark the project will be organized for May 2018. The Commission held discussions on the project construction delays and a revised schedule which was circulated to the Commission; the impact of unprecedented cost escalation in the region, the value engineering undertaken by NVMA and CNV staff and the project team in response to a Class B estimate commissioned in November 2017; separate pricing for items not currently within the budget which can be carried in the project to better track the overall cost. Major variances include: a Public Realm Workshop and landscape architect fee for the workshop, contract change orders to the Polygon base building budget, and back-up power equipment expense (the project manager will request funding for this from the City of North Vancouver as a public amenity expense to be paid from other funding sources, but cannot guarantee the request will be granted). The Contingency includes some cushion for cost escalation, but some of the amount allocated will need to be targeted to change orders. The project manager will review any existing policy around obtaining in-kind or sponsored products from corporate sponsors. Methods will be assessed and undertaken for locking in the contracts prior to December in order to mitigate the escalation of costs; a potential drawback in this instance would be that further risk might then be built into the contractor’s price. Once the Construction Manager has been hired, after the tendering process, there is little opportunity to negotiate their internal costs.

As a result of the discussion of strategies to address cost overruns, including accelerating the engagement of a Construction Manager and approaching City of North Vancouver Council to alert them to the impact that cost escalation is having on the project,

Councillor Don Bell moved and Mr. Fox seconded

THAT, given the current context of unprecedented construction cost escalations, and given that construction drawings for the new Museum project are 95% complete, the NVMA Commission respectfully requests that a construction manager be retained at the earliest opportunity to issue tenders on key project components with the intent of locking in costs to the extent possible and appropriate, and mitigate against future escalations.

CARRIED UNANIMOUSLY

The NVMA Director will send the motion to Barb Pearce, Director of Strategic Initiatives at the City of North Vancouver and will set up a meeting with City of North Vancouver staff members Barb Pearce, Dianna Foldi, and Ken Tollestam.

4. New Museum Reports

- Transition Planning Information Report

Bill Peters, the Museum Consultant who has been engaged to work with the NVMA to develop a transition plan for the organization, presented some of his early findings to the Commission. In contrast to previous business case documents, including those prepared for the Pipeshop project (Lord Report) and Promenade at the Quay (Robinson & Hean Report), where the consultants were dealing with many unknowns, the new business plan and transition documents will have the advantage of reflecting a more accurate picture of the New Museum and the NVMA as a whole. The consultant intends to work closely with

Commission and Staff in order to put in place a strong model using earned income potential. Analysis of the financial situation, staff complement, and other items that are essential to the business plan will be the focus of immediate work. Roles and responsibilities of those within the organization will need to be discussed this year and next. Governance and policy development will need careful examination.

5. Report from Councillors

Councillor Bell met with consultants to explore a possible replacement for the City CAO who will be retiring later this year. An update was provided on the Pipeshop building and its current use as a community space.

6. REPORTS

- Fundraising Cabinet

At its last meeting, it was decided the Cabinet will meet weekly. The Cabinet raised the goal amount to \$2.5 million. The Fund Development Administrator position has been reposted and will be open until April 23. A review of previous campaign policies shows there is some work needing to be completed to finalize the policies and procedures. A meeting to discuss the work plan was productive and April 24 was set for the completion of the work plan. A template for donor research has been developed by the Campaign Consultant in order to identify necessary information to gather in order to better inform communications with past and future donors. The quiet phase of the campaign continues and an effort has been made to reconnect with many of the donors who were part of the previous campaign for the Pipeshop project. A 1-page talking point sheet has been developed by Kevin Evans and will be shared with other Commissioners for messaging that can be taken out into the community.

- Aboriginal Voices Advisory Group

The AVAG have been working on overseeing the Indigenous Cultural consultants as they work with the Kei Space Exhibit designers. The Capital Campaign is considering approaching Gibby Jacob or others in the indigenous communities to secure an honorary chair or some other partnership, and also to engage people and partnerships in the community to grow interest in and support for the new museum. A new provincial program has been created to enable repatriation of objects back to the First Nations.

- Friends Society

A Privacy Policy was adopted at the last Friends Society meeting. This will be reviewed by the Commission at its next meeting. A privacy and membership officer has been appointed. The legal entity (the Friends Society registered charity) does not employ the NVMA staff therefore the officer must be on the executive board of the Friends Society. There is a need to develop a policy to ensure the NVMA and Friends communicate the policy clearly to the public.

The Business After 5 event was a success, with the Chamber of Commerce having been very positive about all aspects of the joint event, including the Archives staff. Sponsors have been secured for the Night for the Museum fundraising event. The Change.org mailing list has been used to contact supporters about the April 27 event. Participation at community events is being planned by the board, the first being Lynn Valley Day on June 16.

- Community Engagement and Partnerships Committee

A list of organizations that was developed by the Community Engagement committee will be shared with the Friends Society at their next meeting. Terry Hood and Kevin Evans met with Chamber of Commerce administrators to introduce them to the new museum project. Information on Capilano University and other partnerships must be updated very soon.

- Branding/Naming Working Group

Ms. McAlduff reported that the proposed names are currently being tested out in the field, and a preliminary report is to be received before the next Commission meeting.

- Governance Committee

The 2017 Audited Financial Statements were presented to the Commission. A surplus for the fiscal year resulted in the NVMA exceeding the upper limit allowed by the municipal surplus policies; an adjustment will be made by the municipalities to bring the NVMA surplus amount within the acceptable range.

Councillor Hicks moved and Mr. Hamill seconded

THAT the NVMA Commission approves the draft 2017 audited financial statements, pending amendment to the the first sentence of the Statement of Management Responsibility, as noted by the Governance Committee and Auditors.

CARRIED UNANIMOUSLY

The Committee has undertaken to work toward establishing a stronger relationship with the Friends Society, clearer communication between the two organizations and more closely aligned policies and procedures. The Friends Society and Campaign Cabinet are examples of the close integration of the organization and this will be taken further.

7. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors
There was nothing to report.

8. Other Business

There was nothing to report.

9. The meeting was adjourned at 8:05 pm. The next meeting is scheduled for 5:30 pm on Wednesday, May 16, 2018 in the Community History Centre Meeting Room.



Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: 
Laurel Lawry, Commission Secretary