

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON FEBRUARY 23, 2012
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
DOUGLAS COLBY
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: DEBORAH JACOBS
SEPIDEH SARRAFPOUR

1. **CALL TO ORDER AND APPROVAL OF AGENDA**

The Chair called the meeting to order at 5:30 p.m. Mr. Osler asked that an in-camera item on "Commission Vacancy" and a regular item regarding "Committee Appointments" be added under Matters Arising. The agenda was approved as amended.

2. **APPROVAL OF THE REGULAR AND IN-CAMERA MINUTES OF THE JANUARY 19, 2012 MEETING**

Mr. Francis MOVED and Mr. Watt SECONDED

THAT the Minutes of the Regular Meeting of the Commission and the In-Camera Meeting of the Commission held on January 19, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

Commission Vacancy

At Mr. Osler's request, this matter was discussed in camera.

New Museum Update

Ms Kirkpatrick noted that the motion regarding the Pipe Shop that was passed at the January Commission meeting was sent to City Council and considered on February 6, 2012. Council passed the following resolution:

"THAT City staff meet with the North Vancouver Museum and Archives Commission to explore the possibility of locating a new museum on lot 4 at the waterfront."

Ms Kirkpatrick noted that the owner of the Café for Contemporary Art had attended the Council meeting in support of the Commission and that many positive comments were made by Councillors. She also noted that at the February 20, 2012 Council Meeting, Dr. Kris Bulcroft, President of Capilano University, had expressed the university's interest in Lot 5 as a waterfront learning centre.

Ms Kirkpatrick noted that it would be important to meet with Dr. Bulcroft to explore opportunities to share space in Lot 5.

Report from Special Committee on Facilities Planning

Mr. Francis reported that the committee had met to discuss the Pipe Shop as a location for the new museum and agreed that the Commission is interested in the building but not necessarily committed to it. The next logical step will be to engage an architect to determine whether the building can be adapted to meet minimum requirements for a new museum.

Ms Kirkpatrick stated that she had met with City Director of Community Development, Gary Penway, and with City Manager, Lands & Business Services, Larry Orr. Mr. Orr intends to continue as a member of the Special Committee on Facilities Planning. Mr. Penway had asked Ms Kirkpatrick to contact Urban Arts for an estimate of the cost to construct a new 15,000 square foot museum versus what it would cost to adapt and outfit the Pipe Shop. Urban Arts had indicated that it would be about 20% less expensive to use the Pipe Shop for a new museum. They had estimated a cost of between \$9.9 and \$12.3 million to build, fit out and install exhibits in a new 15,000 square foot museum and the cost to retrofit the Pipe Shop at between \$7.9 and \$9.9 million.

Ms Kirkpatrick noted that the City set aside \$3 million in 2000 for a new museum. The District contributed approximately \$3.5 million in 2004 to complete the Community History Centre. There was an understanding between City and District staff that the City would spend an equivalent amount on a new museum. In today's dollars the value of the City's \$3 million is \$3.8 million, while the District's \$3.5 million is now \$4.1 million. Additional funds of \$3-4 million for the new museum (including design costs) will need to be sought via fundraising, and from senior levels of government and private foundations.

Ms Kirkpatrick was also authorized by Mr. Penway to request a quote from Urban Arts to conduct a Feasibility Study to determine whether it is structurally possible to add a second floor to the Pipe Shop and address other structural issues, and how this would match with the museum program. No costing for exhibits will be included. She will meet with Urban Arts next week to discuss. The City will consider the quote and determine whether Urban Arts can proceed or whether a Request for Proposals is required. Ms Kirkpatrick indicated that waterfront planning funds will be used to fund the Pipe Shop Feasibility Study.

Ms Kirkpatrick noted that she will also be speaking with the director of Presentation House Photo Gallery to pursue the possibility of sharing back-of-house space. That organization, which is very interested in the Cates Building, has recently completed its fundraising feasibility study. The Gallery is very optimistic about fundraising opportunities. Ms Polychronis noted that the Commission's fundraising campaign will involve visual materials, rebranding, and a marketing philosophy based on the museum's new direction. Mr. Colby indicated that he had contacts who could meet with the Chair and Ms Kirkpatrick to discuss an action plan and presentation package. He also cautioned against using professional fundraisers, whose fees can exceed the amount of money raised.

The Chair stated that it was important that the Friends Society decide what role it will play, and whether it can reach any fundraising targets it sets. At its last meeting, the Board had asked Ms Kirkpatrick to identify someone with a thorough understanding of fundraising for major projects and provide board members with an overview of strategies and what is involved. This will enable the Board to carefully consider and decide how to plan and set achievable targets. A decision will be made at the next meeting whether the Board has the capacity to do this, and whether fundraising is a task for the Society or the Commission.

Ms Polychronis said that it is important for the Commission to stay focused on the vision articulated last year, and that it builds upon that vision. Councillor Hicks cautioned that in order to fundraise, the Commission must have the site confirmed and, in order to attract funds from senior levels of government, the City must provide its support. Ms Kirkpatrick noted that some of the businesses that supported the National Maritime Centre may support a new museum on the waterfront, but they cannot be approached until it is known how big a facility in the Pipe Shop would be and how many naming opportunities would be available.

Update on Museum Collection Clean-Up Project

Ms Kirkpatrick reported that she had met with City Manager Ken Tollstam earlier in the week to discuss the draft Report to Council. She had gone over the report with the Chair and Mr. Osler prior to the Commission meeting and some revisions had been made. Copies of the revised report were circulated. (The report circulated at the January meeting had contained two options and a motion passed at that meeting had since been included in the report.) Ms Kirkpatrick had also recently met with Collections Manager Magdalena Moore, and pared down the project to arrive at the lowest possible cost and a third option. This option radically pares back the deaccession aspect of the project, with objects deaccessioned based on size (largest items first) to scale back the volume of the collection as quickly as possible. Under this third option, it will not be possible to reduce the collection as much as anticipated under the second ("Reduced Service") option. Commission staff will be used, as will funds from the operating budget, and \$25,000 of the Operating Surplus Reserve (subject to approval) in each of 2013 and 2014. The third option would enable many of the project's goals to be achieved but will result in lower cost-saving opportunities for future storage. A move to another facility would also be more expensive.

Ms Kirkpatrick noted that in addition to meeting with Mr. Tollstam about the report, she had sent copies to the District's Chief Administrative Officer and its Director of Finance. The District's CAO had indicated that Council would be willing to explore the matter once the City's level of commitment had been determined. Mr. Tollstam had suggested a new motion be passed by the Commission, following which a new summary report would be submitted along with the motion to both municipalities for consideration. Ms Kirkpatrick introduced the following motion:

THAT the North Vancouver Museum & Archives Commission request funding from the capital budgets of the City and the District of North Vancouver for fiscal years 2012 through 2015 for the Museum's Collection Clean-up Project. While the Commission requests sufficient funding to allow the project to be fully completed while retaining regular museum service levels (Option A), it is prepared to proceed with reduced service levels (Options B and C) if the Councils authorize a lower funding level. If Option C is authorized, the project will not be fully completed and future storage costs will be higher.

Councillor Bell asked that an indication be provided of future storage cost savings under the various options. The Chair stated that this was very difficult to determine, as the cost of new and better storage is unknown. Councillor Hicks suggested that an expert might be retained to determine what would likely be retained and what the amount of square footage would be to house those artifacts. He emphasized that there cannot be any negative impact on future District budgets. Ms Kirkpatrick indicated that the goal was to reduce space needs to 4,000 square feet, but that there were too many variables involved to be precise and, because of this, she was leery of quoting specific dollar amounts. Councillor Hicks noted that the project will be a hard sell at the District, as the municipality is looking at cutting back services and will have no appetite to expand a project that has cost impacts. Therefore, the Report to Council must make a strong business case. There will be an opportunity to discuss this with Council in camera and they will require information to aid their decision. Ms Kirkpatrick noted that if funding is not received, the contracts of staff currently involved in the project will end, and there will be nobody on staff to work on collections management. (The Commission gave up the curator of collections position two years ago when the incumbent retired.) Anyone picking up the project at a later date will encounter a huge learning curve. It was noted that the cost to store items will continue to be \$100,000 per annum if the deaccession process does not take place, and many items will not be catalogued or deaccessioned.

Mr. Osler suggested that the phrase "*and more artifacts will have to be stored until the project is completed*" be incorporated at the end of the motion. The original study should be updated to include the new motion and more detailed information on cost savings. Mr. Colby offered to enquire about the cost of climate controlled storage space. Councillor Hicks asked that the revised report be circulated to him by email for comment prior to submission.

Mr. Osler MOVED and Councillor Hicks SECONDED:

THAT the North Vancouver Museum & Archives Commission request funding from the capital budgets of the City and the District of North Vancouver for fiscal years 2012 through 2015 for the Museum's Collection Clean-up Project;

AND THAT while the Commission requests sufficient funding to allow the project to be fully completed while retaining regular museum service levels (Option A), it is prepared to proceed with reduced service levels (Options B and C) if the Councils authorize a lower funding level. If Option C is authorized, the project will not be fully completed, more artifacts will have to be stored until the project is completed, and future storage costs will be higher.

CARRIED UNANIMOUSLY.

Ms Kirkpatrick undertook to circulate the revised report to Councillor Hicks and Messrs Watt, Osler and Francis prior to submission.

Participation in City's Official Community Plan Engagement Process

Mr. Watt noted that Ms Manaton had forwarded information on public sessions providing an opportunity for input in March. Dates have been noted in his calendar.

Committee Appointments

Mr. Osler noted two inconsistencies in the committee appointments confirmed at the February meeting, given that the intention was to keep committees intact. He pointed out that Councillor Hicks had been a member of the Special Committee on Facilities Planning. Ms Kirkpatrick felt that not including him this year had been an oversight, and that Councillor Hicks should be added to that committee for 2012. Mr. Osler noted also that the Special Committee on Community Engagement should include the Friends Society representative as a member. This too was recognized as an oversight and accordingly, the Chair was confirmed as a member of that committee.

5. REPORTS

Governance Committee

Mr. Osler noted that he would need to leave the meeting shortly and asked that his report be brought forward. He requested that this report be presented in camera.

Director's Report

Ms Kirkpatrick noted the following:

- The "Service Offering" circulated with the meeting package will form part of the District's 2012 financial plan book.
- The updated Strategic Plan was not yet ready for presentation. It will be updated following discussion at next week's staff meeting of the results of an organizational self-analysis questionnaire completed by all regular staff.
- The Friends Society received confirmation of a grant of \$12,500 from the Audain Foundation to assist with the Baxter& exhibit.
- The BC Arts Council confirmed a 2012 operating grant of \$23,600, which represents a \$100 increase over 2011. A request for \$35,000 has been submitted for the past several years; however, arts funding has been frozen. The results of the panel adjudication will be conveyed in the letter that accompanies the grant cheque.
- A small exhibit on the history of the waterfront currently on display at the Café for Contemporary Art in Lower Lonsdale has been quite well received. The owner has overheard enthusiastic comments from visitors. The exhibit has been exposed to a new audience and will form the basis for a new community exhibit.
- Several facility issues are being encountered at Presentation House. The heating system is not working properly. Ms Kirkpatrick circulated photographs of a drain (a piece of wood with holes in it) in front of the entrance to the Museum. The drain is sinking and poses a tripping hazard. Photos were also circulated of a leak (due to clogged drains) into the garage to the west of Presentation House which the Museum uses as a storage area for exhibit cases. The City has

asked a drainage expert to look at the situation and make recommendations. The garage also suffers from mold and pest infestations.

Museum and Archives Operations

Ms Sutherland reported on programs currently being focused upon:

- A photo contest entitled *My Favourite Thing* has been launched through Facebook. Contestants are invited to provide a photograph of their favourite object and explain why it is important to them. Excellent prizes have been donated by Arc'teryx, Nuyttco and Cove Bikes (all of which are featured in the BC Design exhibit) and by the Café for Contemporary Art. A panel will judge based on set criteria. Ms Polychronis suggested an on-line voting tool and offered to share information with Ms Sutherland.
- A spring break program, *BC Design for Kids*, is being offered. Participants will look at the exhibit and have a chance to do their own creative work.
- Details on the Friends Society's fundraiser, *Treasures from the Attic*, on March 31st are now on the website.

Standing Committee on Governance

The Chair noted that there was nothing further to report.

Special Committee on Community Engagement

Ms Polychronis noted that a possible sponsorship for the *Express* newsletter had been located, however she may be in a conflict of interest and unable to pursue this. With respect to sponsorship for the Baxter& exhibit, Ms Polychronis has been asked by a potential sponsor to provide more information. She will follow up on this and discuss with Ms Kirkpatrick how this should be presented. Ms Kirkpatrick noted that the museum had recently acquired a catalogue of Baxter&'s work and this could be made available.

Special Committee on Programming & Collections

Mr. Francis had nothing to report beyond what was stated under Item 3 above. (Minutes of the February 9, 2012 meeting were circulated with the meeting package.)

Friends Society

The Chair noted that the Society's report had been dealt with as part of an earlier agenda item and there was nothing further to report.

6. OTHER BUSINESS

There was no other business.

7. ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next regular meeting is scheduled to take place on Thursday, March 15, 2012 at 5:30 p.m. in the Community History Centre Meeting Room.

ROBERT HEYWOOD, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary