

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JULY 18, 2013
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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

REGRETS: IAN CAMPBELL

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

The Chair called the meeting to order at 5:32 p.m. The agenda was approved as circulated.

2. **APPROVAL OF THE MINUTES OF JULY 18, 2013 REGULAR MEETING**

Mr. Francis MOVED and Mr. Colby SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on June 20,
2013 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

New Museum Update

Report to Council – July 15, 2013/Director’s Report re New Museum Recommendations

The Chair noted the unanimous vote of City Council on moving ahead with the new museum project, although the content of some of the motions was unclear and there had been amendments by one of the Councillors, one of which (relating to shared costing) may be contentious with the District. Councillor Bell noted an error in one of the clauses in the motion that will need to be corrected. He identified a few areas where there was some confusion but stated that he did not feel that there was any intention to create a cost-sharing imbalance. He recommended that a letter be secured from the District indicating that it would continue to provide support at current levels with increases indexed to the cost of living. There was discussion about the “rental” value that would be attributed by the City to the Pipe Shop and a conclusion reached that clarification was required. Councillor Hicks agreed that the District would also like to see

clarification on this matter. Councillor Bell noted that he would raise this with the City's Chief Administrative Officer. Ms. Kirkpatrick will discuss with the two municipal Directors of Finance.

Councillor Bell noted that the unanimous vote by Council would help with future fundraising efforts. Ms Kirkpatrick thanked Commissioners for their work and support in recent years.

Mr. Watt MOVED and Mr. Francis SECONDED

THAT the North Vancouver Museum and Archives Commission receives the New Museum motion from the City of North Vancouver, and the Commission thanks the City Council for its unanimous support of the Commission's initiative, and instructs the Director of the North Vancouver Museum and Archives to undertake discussions with municipal staff to clarify any issues arising out of the motion.

CARRIED UNANIMOUSLY.

Councillor Bell spoke to the July 16, 2013 report circulated by Ms Kirkpatrick entitled "City Staff Recommendations re New Museum" that recognizes that the motions amended and passed by City Council differed somewhat from the set of recommendations proposed by City Staff. Several items included in the Chief Administrative Officer's recommendations were not included in the set of motions passed by Council. Ms Kirkpatrick's report also sought Commission's approval to endorse certain of the staff recommendations in a letter to the CAO. Doing so would show the Commission's acknowledgement of the work done by and the concerns of City staff, along with a willingness to be cooperative, especially in light of the fact that Council did not discuss the staff motion.

ACTION: Ms Kirkpatrick to meet with Barbara Pearce, City Director of Special Projects, to discuss the staff motions, clarify what will take place with respect to the independent business review suggested by staff, and to inform the City that the Commission would like to be involved in the upcoming waterfront branding process.

Mr. Watt MOVED and Mr. Osler SECONDED

THAT North Vancouver Museum and Archives Commission is aware that there were recommendations raised by the Chief Administrative Officer that were not included in the recommendations passed by City Council on July 15; AND THAT the Commission has asked the Director of the North Vancouver Museum and Archives to meet with senior City officials to discuss these matters and report back so that the Commission can deal with them appropriately.

CARRIED UNANIMOUSLY.

ACTION: After discussing content with the Commission Chair, Ms Kirkpatrick to respond by email to specific questions relating to the new museum that were raised by Council at the July 15, 2013 meeting.

4. ***NEW MUSEUM – NEXT STEPS***

Report to District Council

Ms Kirkpatrick noted that the intent was to meet with District CAO, David Stuart, and a small group of staff, to provide an update. A full presentation to Council may not be made until the fundraising feasibility study has been received. Councillor Hicks suggested that an in-camera

Council workshop and presentation by KEI Design to illustrate the new concept would be valuable in September. He added that he would seek a motion confirming that the District would contribute to the operating costs of the new museum at current levels, as contained in the Business Plan.

ACTION: Ms Kirkpatrick to follow up with KEI Design and with Councillor Hicks, who will speak with the District's CAO.

Mr. Osler reminded Commissioners that the key concern of District Council was the Business Plan and that it had agreed to defer studying an alternate model for museum services until this had been reviewed. The plan would need to address cost containment, exhibit and outreach models, and ensure an adequate presence for the District in the new museum. Mr. Osler suggested that it might be wise also to have Ted Silberberg available to discuss the Business Plan with District Council. Ms Kirkpatrick noted that she had spoken with Mr. Silberberg, who had indicated willingness to do so by telephone if necessary and would follow up with Councillor Hicks in September.

Federal Funding Sources

The Chair noted that Ms Kirkpatrick was overseeing the approach for federal funding for the new museum. Ms Kirkpatrick reported that she had discussed this matter briefly with the City's Director of Finance; applications would most likely be submitted by the City in concert with the Commission. She added that a new federal Heritage Minister had been appointed and that she would be determining whether James Moore's assistant, with whom she had been in contact regarding Sesquicentennial funding, would work with the new minister.

The suggestion was made that the provincial government should also be approached and that targets should be set for corporate donations, etc., once the level of government funding was known. The Chair mentioned that a fundraising professional is being sought to assist the Fundraising Oversight Committee to prepare for the Fundraising Feasibility report. Ms Kirkpatrick noted that the City had released an additional \$50,000, in the motion passed on July 15, to pay for the Fundraising Feasibility study. A suggestion was made that a volunteer from the Professional Fundraisers Association might be pursued. The Chair noted that John Gilmour, President of the Friends Society, was putting together a group to assist with planning for the study and encouraged Commissioners to forward names and contact information of anyone they believed might be able to assist.

Integrated Communications/Media Strategy

Ms Kirkpatrick noted that Council's July 15 motion regarding the new museum had resulted in front page coverage in the *North Shore News*. She had been contacted by *The Outlook*, which will write an article for next week's issue, and had been interviewed by News 1130 Radio. The interview had been aired on the morning of July 18.

Ms Kirkpatrick reported that the new museum website has been updated, a new blog post done, and the information sheet updated. The revised sheet has been distributed to Commissioners with a request for comments. She will also prepare material that can be referred to by Commissioners when speaking with the media.

Ms Polychronis spoke to the document *NVMA New Museum Workback Schedule, July 2013* that had been circulated with the meeting package. She noted that she would be discussing with a professional contact of hers what message should be communicated at this time. The decision was made to issue a press release in future once the fundraising plan has taken shape, as the media has already covered Council's recent decision.

ACTION: Ms Kirkpatrick to send a colour copy of the *North Shore News* article, accompanied by a personal letter from the Commission Chair and the Friends Society President, to the new federal Heritage Minister, local Member of Parliament, provincial Heritage Minister and North Shore MLAs. Ms Polychronis will send the same materials to Richardson International.

Testimonials and Statements of Support

Ms Kirkpatrick asked the Commission to consider how it wished to use these, whether any changes were necessary, and whether they would continue to be collected. The decision was made to keep these contacts informed of developments and let the Fundraising Oversight Committee consider how best they can be used.

Advocacy Contact List

Ms Kirkpatrick noted that she would meet with Ms Polychronis and Ms Downes to organize the various lists that had been compiled.

5. **REPORTS**

Director's Report

Ms Kirkpatrick had nothing further to report.

Museum and Archives Operations

Ms Sutherland had nothing to report but thanked Commissioners for their assistance at the Canada Day celebrations and Party at the Pier.

Governance Committee

Mr. Osler had nothing to report.

Special Committee on Fundraising Feasibility Oversight

The Chair had nothing to report, other than to say that a meeting would be held next week, planning is underway, and people with the appropriate skills were being sought.

Friends Society

Mr. Watt thanked participants in the Canada Day parade and at Waterfront Park. Looking ahead to 2014, he suggested that it would be beneficial to have a flatbed truck "float" in the parade that included representatives from local communities and a model of the Pipe Shop. He estimated that there had been approximately 20,000 people lining the parade route and believes that participation provides a great outreach tool. The Chair thanked Mr. Watt for organizing this year's Canada Day parade entry.

The Chair reminded Commissioners to send contact information to himself, Ms Polychronis or Ms Manaton by the end of July.

6. **OTHER BUSINESS**

- Mr. Watt suggested that Ms Kirkpatrick, at an opportune time, find out when the Commission will be permitted to install a notice on the Pipe Shop indicating that it is the future home of the new museum. The Chair stated that the building still belongs to the developer and he undertook to speak with the Pinnacle Hotel manager. Ms Downes offered to give KEI Design a heads up and obtain an idea of the costs involved in producing signage.

- Mr. Osler, who will be chairing any meeting that takes place in August, asked Commissioners to plan for a meeting at the regular time. If a meeting is required and quorum is not achieved, it can be held informally.

7. **ADJOURNMENT**

The meeting was adjourned at 7:15 p.m. The next regular meeting is tentatively scheduled to take place on Thursday, August 15th, 2013 at 5:30 p.m. in the Community History Centre Meeting Room.

ROBERT N. HEYWOOD, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary