

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 6:00 P.M. ON MARCH 15, 2012  
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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PRESENT: COUNCILLOR DON BELL (City)  
DAN FRANCIS  
COUNCILLOR ROBIN HICKS (District)  
SANFORD OSLER (Vice-Chair)  
SEPIDEH SARRAFPOUR  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary  
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: DOUGLAS COLBY  
ROBERT HEYWOOD (Chair and Friends Society Representative)  
DEBORAH JACOBS  
MATTI POLYCHRONIS

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

The Vice-Chair called the meeting to order at 6:00 p.m. The agenda was approved as circulated.

2. **APPROVAL OF THE REGULAR MINUTES OF THE FEBRUARY 23, 2012 MEETING**

Ms Kirkpatrick requested a formatting change in the motion on page 3. After the end of the first sentence, a new paragraph, commencing with the words "AND THAT", should be inserted. Mr. Watt MOVED and Mr. Francis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on February 23, 2012 be approved as amended.

CARRIED UNANIMOUSLY.

**APPROVAL OF THE IN-CAMERA MINUTES OF THE FEBRUARY 23, 2012 MEETING**

Mr. Francis MOVED and Mr. Watt SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on February 23, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

**Commission Vacancy**

At the Vice-Chair's request, this matter was discussed in camera.

**New Museum Update**

Ms Kirkpatrick referred to the presentation made to the Commission prior to the meeting by Gary Penway, City Director of Community Development, and noted that a public "central waterfront" workshop is scheduled to take place at the Council meeting on April 23, 2012.

Ms Kirkpatrick reported that she had met with Urban Arts to discuss requirements for their proposal to conduct a Feasibility Study for the Pipe Shop. That study will determine whether it is structurally

possible to add a second floor to the Pipe Shop and address other structural issues, and to what extent the building would be able to meet the requirements identified in Urban Arts' 2011 study of space requirements for a new museum. Ms Kirkpatrick had just received Urban Arts' proposal and will be emailing a PDF to the Special Committee on Facilities for review.

Urban Arts proposes to prepare a conceptual design, and will work with structural and mechanical engineers and cost consultants to produce the Feasibility Study. Ms Kirkpatrick asked Commissioners to consider whether there was a need to revisit the concept of community hub, given the waterfront location of the Pipe Shop and the resultant tourist traffic. This had not been considered a factor in plans for a new museum at the Central Lonsdale site. Mr. Francis suggested a meeting of the Facilities Committee to review the proposal, and Mr. Osler suggested that the Programming & Collections Committee should also meet to review whether a change in programming focus was warranted by the new location.

Councillor Bell stated that in order to convince City Council that the Pipe Shop should house the new museum, the Commission would have to include alternate revenue sources from, for example, hosting receptions and fundraisers, etc., and to show intent to move away from its reliance on public funding. The ability to respond to tourism initiatives would also be important, and the vision's focus on being solely a community museum would have to be refined. He suggested emphasis should be placed on the ability to change some of the exhibits to keep the museum fresh, links with the film industry, and the potential for being part of an "arts precinct" in the Lower Lonsdale area, along with Presentation House Photo Gallery and Capilano College.

5. **APPROVAL OF 2011 AUDITED FINANCIAL STATEMENTS**

The Vice-Chair brought the matter forward on the Agenda so that it could be voted on while there was quorum. He noted that the Governance Committee had briefly met immediately prior to the Commission meeting, to review the Audit Findings Letter and Audited Financial Statements circulated with the meeting package. He noted that a clean opinion had been provided by the auditors and that there was nothing of concern. Year-end results were in line with budget. The Committee was comfortable with the contents of both documents and recommended approval. Councillor Hicks MOVED and Councillor Bell SECONDED

THAT the 2011 Audited Financial Statements of the Commission be approved.

CARRIED UNANIMOUSLY.

4. **STRATEGIC PLAN UPDATE**

Ms Kirkpatrick spoke to the report circulated with the meeting package, noting that it represented a semi-annual summary of initiatives. Staff input had been obtained by way of a self-analysis questionnaire and workshop. Ms Kirkpatrick noted that much had been accomplished in the last eighteen months that shows the organization is meeting identified strategic directions. She asked Commissioners to consider whether any of the strategic directions were less important in light of a possible new focus. Mr. Watt stated that developments over the next six months would provide clarification of where the new museum was going and would inform any decisions in this regard, adding that there may also be significant revenue opportunities on the horizon. Ms Kirkpatrick reminded Commissioners of the intent to close the museum in Presentation House at the end of 2012 if the Collection Clean-Up Project goes ahead. The Vice-Chair noted that the Commission may want to revisit priorities and assumptions in six months' time.

Councillor Hicks suggested that the strategic directions be listed on a one-page summary at the beginning of the document. Councillor Bell asked that a number system, rather than bullet points, be used to make it easy to refer to specific items. Councillor Hicks suggested that the revised document be brought to Council when it reviews the Collection Clean-Up Project.

5. **REPORTS**

**Director's Report**

Ms Kirkpatrick had nothing further to report.

**Museum and Archives Operations**

Ms Kirkpatrick called attention to promotional material available at the meeting for the following programs and noted:

- *Treasures in the Attic*, the "antiques road show" event on March 31<sup>st</sup> will include free demonstrations and the opportunity to watch the appraisers as they work. She asked Commissioners to spread the word. There may be a need for volunteers but this has not yet been decided.
- *BC Design for Kids*, the spring break program for children that relates to the exhibit, is experiencing good bookings.

Ms Kirkpatrick noted that the next issue of the *Express* will contain an NVMA insert which highlights upcoming events and includes an interesting story about a program or an item in the collection. The insert will also be available as a PDF on the website and it is hoped that this digital version will aid in promoting the organization in the community. Ms Kirkpatrick asked for feedback on the insert.

**Standing Committee on Governance**

The Chair noted that the Committee would meet next month.

**Special Committee on Community Engagement**

In Ms Polychronis' absence, there was nothing to report.

**Special Committee on Programming & Collections**

Mr. Francis had nothing to report.

**Friends Society**

Mr. Osler mentioned that he had been approached by a member of the executive of the North Shore Historical Society with a view to exploring whether the two societies might want to consider some type of merger.

6. **OTHER BUSINESS**

Mr. Watt noted that he will be attending a City Shaping Event on March 31<sup>st</sup> and expects to provide a brief report at the next Commission meeting. He added that he would be reviewing some good materials handed out at a previous session that his wife had attended.

7. **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. The next regular meeting is scheduled to take place on Thursday, April 19, 2012 at 5:30 p.m. in the Community History Centre Meeting Room.

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SANFORD OSLER, Vice-Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
Janice Manaton, Commission Secretary