

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON APRIL 18, 2013  
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)  
DOUGLAS COLBY  
CATHARINE DOWNES  
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

REGRETS: SEPIDEH SARRAFPOUR

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

The Chair called the meeting to order at 5:32 p.m. As several Commissioners had indicated a need to leave the meeting early, Items #4, approval of Lord Cultural Resources Business Case and Feasibility Study, and #5, Approval of 2012 Audited Financial Statements, would be presented ahead of Matters Arising. The agenda was unanimously approved.

2. **APPROVAL OF THE MINUTES OF MARCH 21, 2013 REGULAR MEETING**

Mr. Watt MOVED and Mr. Osler SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on March 21, 2013 be approved.

CARRIED UNANIMOUSLY.

3. **REPORT FOR APPROVAL:**

**LORD CULTURAL RESOURCES BUSINESS CASE AND FEASIBILITY STUDY**

The Chair noted that the key conclusion reached by the consultant was that sources of revenue will cover increased operating costs of the proposed new museum in the Pipe Shop, and that no increase in operating subsidies from the municipalities will be required.

Ms Kirkpatrick called attention to her cover report circulated with the meeting package which noted that the request for proposals had called for the consultant to determine of the viability of a museum in the Pipe Shop; it was not asking the consultant to determine the best use for that building or where the museum should be located. The report states this clearly up front and contains a strong Executive Summary; the main body of the report is very detailed. Both this report and the Exhibit Concept Plan state that the particular type of museum being planned specifically for the Pipe Shop can be successful and it is important that this point be emphasized.

Mr. Osler noted that the most controversial recommendation in this report is a change of name to "North Shore Museum"; however, it might be possible to address this in other ways (e.g., branding). The report also suggests that Commissioners give consideration to an annual giving program as many non-profit organizations expect directors to do this. This is not expected of individuals

appointed to municipal advisory bodies. Nevertheless, it was included in the report as this question may be raised by prospective funders.

Commissioners discussed the report's recommendations and offered suggestions on how it should be presented to Council and what points needed to be strongly defended for or against. The Chair noted that the fundraising cycle would not commence until the Fundraising Feasibility Study had taken place over the summer or in early fall. A decision on the name of the facility could be made during that time. The name change was being suggested as a means of attracting donations and interest from residents across the North Shore; there was no intent to engage West Vancouver municipality in a direct relationship. To address concerns over the removal of a temporary exhibit space in favour of the children's gallery, the Chair noted that the exhibit design will make use of technology to allow visitors to see exhibits from different viewpoints and incorporates easily changed components to allow the content to be refreshed. Mr. Osler MOVED and Mr. Watt SECONDED

THAT the North Vancouver Museum & Archives Commission approves and strongly endorses the Business Case and Feasibility Study prepared by Lord Cultural Resources;

AND THAT it recommends the Study be submitted for review by the City of North Vancouver's Major Projects Committee/Directors' Team;

AND THAT it recommends that the Study, and a copy of this motion of support, should be forwarded for consideration to the Mayor and Council of the City of North Vancouver.

CARRIED UNANIMOUSLY.

Ms Kirkpatrick noted that a workshop with City Council has been arranged for May 8, 2013, at which time both reports will be presented. The reports will then go before the Directors' Team for review and recommendation, and then formally to Council.

4. **APPROVAL OF 2012 AUDITED FINANCIAL STATEMENTS**

Councillor Hicks noted that the statements had been reviewed by the Governance Committee. He had originally had questions about some of the wording in the statements but these had since been addressed and he was recommending approval. It was noted that a representative from the City should be available to answer questions in future when statements are presented to the Commission for approval. The Governance Committee will meet with City staff at its next meeting and go over some of the questions that had been raised. Councillor Hicks MOVED and Mr. Osler SECONDED

THAT the audited financial statements for the year ended December 31, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

**Commission Vacancy**

Mr. Osler noted that this matter had been discussed at the recent Governance Committee meeting. Councillor Bell indicated that the individual previously identified had confirmed that he would submit his application to the City within the next week or two to fill the current vacancy.

**New Museum Update**

• *Meeting with City Council – May 8, 2013*

Ms Kirkpatrick noted that this would be a public meeting (rather than in-camera), although not publicized, from 6:00-8:00pm. It was her understanding that members of the Commission and the Friends Board, along with others who had participated on the advisory committees, would be able to attend. She would confirm this with City staff. The Commission discussed the

format of the meeting and the presentations to be made by the consultants, and how it should address City Council's anticipated concerns.

- *Richardson Foundation*  
Ms Kirkpatrick noted that she and Ms Polychronis had scheduled a telephone meeting on April 24, 2013 with Tracey Shelton, Director of Corporate Communications for Richardson International, to explore opportunities. Ms Polychronis added that this initial meeting would be for sharing information and discussing expectations.
- *Federal Funding Sources*  
Ms Kirkpatrick noted that she was seeking clarification from City Director of Finance Isabel Gordon with respect to the application process for various federal funding opportunities and who would apply. Ms Kirkpatrick stated her intention to apply for a Cultural Spaces Grant from the Department of Canadian Heritage to assist with the cost of the Fundraising Feasibility Study.
- *City of North Vancouver Official Community Plan Process*  
Mr. Watt noted that he had met with Suzanne Smith, Senior Planner in the City's Community Development Department responsible for overseeing the *City Shaping* process. Ms Smith had expressed her view that the City is not contemplating a total rewrite of the existing OCP but will instead build on existing content, especially as it pertains to heritage. She confirmed that there was plenty of time for the Commission to have input. Mr. Watt advised that he would attend a session on May 2, 2013 at City Hall and would be part of a discussion group, which would provide an opportunity to speak about the new museum. Mr. Watt noted that he had shown Ms Smith the wording that had been included in the District's OCP and invited Ms Smith or an appointee to attend a future Commission meeting to discuss the process and how the Commission might be involved. He had asked her to send him a copy of the City's existing OCP; this will be forwarded to Commissioners when received. Commissioners discussed the merits of Ms Smith attending a future meeting and determined that she should be invited to attend the June meeting.

ACTION: Mr. Watt to invite Ms Smith to attend the June meeting of the Commission to discuss the existing OCP, the cultural precinct being planned for Lower Lonsdale and the *City Shaping* process; Mr. Watt to circulate current City Official Community Plan to Commissioners.

ACTION: Ms Kirkpatrick to arrange through the City's Chief Administrative Officer, Ken Tollstam, an opportunity for herself, the Chair and Vice-Chair to meet with Barbara Pearce, the newly-appointed City Director of Special Projects.

## 6. **REPORTS**

### ***Director's Report***

Ms Kirkpatrick noted that the Collection Clean-Up Project Report #3 had been submitted to both City and District Councils. She added that last month, staff had again exceeded the 657-item per month target necessary to complete the project on time, by surveying 726 items. The Collection Coordinator was investigating opportunities to get deaccessioned items to auction.

### ***Museum & Archives Operations***

In Ms Sutherland's absence, Ms Kirkpatrick reminded Commissioners of the upcoming *Treasures from the Attic* fundraising event being held at Presentation House. Reservations were steady but time slots were not yet full, and she asked Commissioners to circulate the PDF flyer amongst acquaintances. A promotional photograph would be featured in Sunday's *North Shore News*.

Ms Kirkpatrick also reminded Commissioners of the Sea-to-Sky Regional Heritage Fair on May 10<sup>th</sup> and handed out copies of *Kayak* magazine, a children's history-based magazine that had been provided by a sponsor of the Fair. The format will be the same as last year, with emphasis on

student workshops in the daytime, project viewing in the afternoon and evening, and family entertainment in the evening.

Ms Kirkpatrick noted that *Roundup*, the BC Museums Association's on-line magazine, had included a nice feature on activities at North Vancouver Museum & Archives which highlighted the District of North Vancouver's award for preserving mountaineering history and lore, and Kristen Schultz's award-winning video about her heritage home. There was also reference to NVMA in another article.

### ***Governance Committee***

Mr. Osler noted that minutes of a recent meeting had been circulated ahead of the Commission meeting. The Committee was recommending a change in its Terms of Reference. Mr. Osler MOVED and Mr. Watt SECONDED

THAT the last item under "Financial" in the Committee's Terms of Reference be replaced with the following item: "To review the annual audited Financial Statements, meet as necessary with the Commission's External Auditor, and recommend the statements for approval by the Commission."

CARRIED UNANIMOUSLY.

Mr. Osler noted that a Fundraising Feasibility Oversight Committee would need to be formed, the composition of which is to be determined but is expected to include members of the Friends Society Board of Directors, Commissioners and individuals from the corporate community. He requested authorization to form this special committee of the Commission. The Chair noted that this committee would oversee the securing of a consultant and the progress of the feasibility study in much the same way that the exhibit concept and business plan studies had been overseen. This committee would not necessarily handle the actual fundraising. Mr. Osler MOVED and Councillor Bell SECONDED

THAT the Commission form a Special Fundraising Feasibility Oversight Committee to oversee the Fundraising Feasibility Study concerning the new museum in the Pipe Shop.

CARRIED UNANIMOUSLY.

### ***Friends Society***

The Chair noted that a new board member with marketing experience had been appointed. The board is starting to develop its fundraising role.

The Chair reported that the Society had recently co-hosted several sessions with community leaders as part of its advocacy campaign for the new museum. The sessions had featured excellent presentations by Mr. Osler and Ms Kirkpatrick and had solicited feedback and support from community members. These sessions had met with a favourable response. Another session is scheduled for April 29<sup>th</sup> and Commissioners were asked to invite community members. Ms Kirkpatrick stated that attendees had been asked to sign a statement of support, and quite a few had already been received. These statements authorize the Museum and Archives to associate signatories' names with the statement. PDFs of blank forms can be made available by email upon request. The Chair noted that the Commission is a municipally appointed body and as such, can state positions and lobby municipal Councils but cannot advocate citizens to influence Council. The Friends Society can fulfill some of that role but are cautious in their approach.

### ***Special Committee on Exhibit Planning***

Mr. Francis noted that this Committee and the Special Committee on Business Planning had fulfilled their roles with the delivery of the consultants' reports.

## **7. OTHER BUSINESS**

There was no other business.

8. **ADJOURNMENT**

The meeting was adjourned at 7:15 p.m. The next regular meeting is scheduled to take place on Thursday, May 16, 2013 at 5:30 p.m. in the Community History Centre Meeting Room.

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

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