

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION  
COMMENCING AT 5:30pm ON APRIL 21, 2016  
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)  
CATHARINE DOWNES  
VICTOR ELDERTON (Vice-Chair)  
KEVIN EVANS  
JAMES FOX  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
SANFORD OSLER (Friends Society Representative), Chair  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary

REGRETS: SHERYL FISHER-RIVERS  
SHERRY SHAGHAGHI

GUEST: JOHN GILMOUR, President, Friends of the NVMA Society

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**1. CALL TO ORDER**

The Chair called the meeting to order at 5:48pm. The agenda was unanimously approved on a motion by Mr. Evans, seconded by Ms Downes.

**2. CONSENT AGENDA**

Mr. Evans MOVED and Mr. Hood SECONDED

THAT the Minutes of the Regular and In-Camera Meetings held on February 18, 2016 and the Minutes of the Special and In-Camera Meetings held on March 8, 2016 be approved.

CARRIED UNANIMOUSLY.

**3. MATTERS ARISING**

***New Museum***

*General Update* – This item was discussed in camera.

***Planned Studies for Museum at Site 8***

Ms Kirkpatrick noted two “bundles” of studies were taking place. The first bundle includes a review of costs and architectural viability study by Urban Arts. The functional program for the new museum at the Pipe Shop will be updated, and the space layout tested. The study will also look at consolidated museum storage in a retrofitted Community History Centre. It will consider whether items currently stored at the

warehouse that will not be used in the new museum will fit into spaces vacated at the Community History Centre when staff move to the museum site. The retrofit may be covered by a federal grant under the *Canada Cultural Spaces Fund*. A high-level refreshing of the exhibit program is being prepared with Kei Space Design to incorporate the streetcar and change the “Idea Exchange” into an activity hub. An update of exhibit and construction costs will also be provided. Mr. Hood suggested that aboriginal partners be involved and suggestions sought from them for outside and inside the building.

Ms Kirkpatrick stated that consideration is being given to refreshing the exhibit plan to allow space for travelling exhibits and explained that certain standards need to be met to borrow from many institutions. It was hoped that the site could meet Class A standards which enable the museum to borrow extraordinary exhibits. Other changes involve the elimination of a child-specific exhibit area, replacing this with family friendly exhibits in all areas. By displaying exhibit items at different heights, content appealing to children will be incorporated throughout.

Ms Kirkpatrick noted that the second study “bundle” included a new business plan and the development of revised operating projections. The intent is to choose someone local who is credible and knows the industry. Acknowledging that both municipalities have made it clear that no new funding will be available, the consultant will be asked to take the 2016 budget and reallocate costs. Councillor Bell reminded the Commission of Council’s wish to see free or low-cost admission fees. Ms Kirkpatrick noted that there is significantly more space in the Site 8 proposal for a gift shop/café than in the Pipe Shop, allowing for higher earned income from that source. Other sources of revenue were discussed, with the Commission recognizing that the main focus needs to be on living within current budget parameters as projections for earned revenue may not be viewed as reliable by the municipalities.

The cost of the various studies will be taken from the \$2.65 million that has been set aside by the City for the new museum. Ms Kirkpatrick stated that the City’s Director of Finance was submitting a request to Council for approval of that expenditure.

Commissioners discussed guidelines for choosing a consultant for the business plan, and what that plan must address; names of appropriate individuals were requested to be sent to Ms Kirkpatrick and the Chair.

#### *First Nations Partnerships Update*

Mr. Hood reported the following:

- he and Ms Fisher-Rivers were still working to obtain revised support letters from both nations that can be submitted to the municipal councils.
- Leonard George had indicated enthusiasm about the exhibit being planned about Chief Dan George.
- The first meeting with both nations is anticipated to take place in July.

Mr. Hood noted the value in calling attention to what is being done in collaboration with the First Nations and encouraged staff and Commissioners to include ideas from the First Nations in their plans.

#### 4. **REPORTS**

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

Ms Kirkpatrick noted the following:

- The job posting for a new Administrative Services Manager has been placed on civicinfo.bc via the City of North Vancouver and on NVMA's website. The title has been changed to "Administrative Services Coordinator" to meet City criteria. Deadline for applications is mid-May. Ms Manaton retires on June 24, 2016.
- Curator Karen Dearlove will be leading a walk on May 7, 2016 as part of the *Jane's Walk* initiative. The walk in Lynn Valley will showcase the history of the community. It is hoped that this activity will be advertised as a DNV125 event.
- The District will launch the DNV125 initiative at its April 26, 2016 Council meeting. NVMA has provided panels and a display case.
- A proof of Dan Francis' book, *Where Mountains Meet the Sea*, has been received. The book will be launched on June 25, 2016 after hours at the North Vancouver District Public Library. The book will be available for sale through the Friends Society. Cost is \$40 (a 10% discount is given to Society members). Ms Kirkpatrick noted that funding for the book was provided by the District of North Vancouver, the BC Arts Council, the Friends Society, and the Kitty Heller Estate.
- A reception for contributors to the *Water's Edge* exhibit will take place on Saturday, April 23, 2016 at Presentation House from 10:00am-Noon. Invitees include researchers, designers, technicians, representatives from Port Metro Vancouver, and contributors to the Blue Cabin project.
- Eric Jamieson will launch his book, *Maisey Hurley and the Story of the Native Voice* in June. Mr. Jamieson is a former Commissioner whose earlier book, *Tragedy at Second Narrows*, won a Lieutenant-Governor's award. His current book is the culmination of a 4-year project. Former MLA and retired Supreme Court Justice Tom Berger and Squamish Chief Robert Joseph provided written introductions to the book. Chief Joseph states that the publication is extremely important to the telling of the story of the native rights movement.

##### *Museum & Archives Operations*

Ms Kirkpatrick noted the following:

- Three students will be hired via the federal *Young Canada Works in Heritage Institutions* program this summer. Positions have been approved for two theatrical interpreters for *Waterfront Productions* and one website technician who will work on enabling and training staff to update the Walter Draycott site and eliminate the cost of contractors who are currently doing this work.
- An application was submitted earlier in the year to the *Canada Summer Jobs* program by the Friends Society for a student researcher to assist with the Chief Dan George exhibit.
- The Province of BC is hosting a *Canada 150* on-line forum which will be streaming in the meeting room all day on April 22, 2016. Interested Commissioners were invited to drop in.

##### *Governance Committee*

The Chair spoke to the minutes of the April 12, 2016 meeting circulated with the meeting package, noting the following:

- A meeting had been held with the City's Director of Finance and the auditor for NVMAC and the City to discuss the deficit in 2015 that had resulted from the 2014 audited figures being restated. This deficit had arisen when actuaries determined that the Commission had a \$152,000 shortfall in its Sick and Severance Liability

Fund. This shortfall was due to previous actuarial calculations not properly reflecting post-employment benefits. The 2014 deficit wiped out the operating surplus and the deficit increased further in 2015 because of unanticipated contributions to Sick and Severance Fund Liability put through the operating budget at year end.

- The Governance Committee had expressed its concern over the restatement and resultant deficit as the financial statements now seem to reflect that the Commission allowed deficits to stand two years in a row without taking any action. Furthermore, without a surplus to draw on, the Commission has no funds available for one-time initiatives.
- The data (i.e., the employees included in the calculations) was challenged by the Governance Committee.
- The Committee also challenged whether the deficit should be on its books or those of the municipalities, as typically the municipalities cover the salary and benefits costs of the Commission's employees. This will be reviewed.

Councillor Hicks noted that this was a serious matter only in terms of optics (notably when applying for grants) but it was not otherwise material. He stated that this could be remedied but it was not necessary to address the matter in the short term. The District has indicated its willingness to cover its share of the post-employment benefits liability; however, the City's Director of Finance did not want to commit to doing so until he had discussed the matter with the Mayor.

Ms Kirkpatrick and Ms Manaton left the meeting room while the Governance Committee discussed in-camera the matter of post-employment benefits for the director.

#### *Friends Society Report*

Mr. Gilmour noted the following:

- The directors had approved a motion to allow complimentary one-year memberships to be offered to donors who had given \$200 or more to the New Museum in the Pipe Shop campaign and allowed that donation to be retained for a future new museum.
- The Society had hosted a members' only opening for the *Water's Edge* exhibit at the museum on April 6, 2016. 44 people had attended and several new memberships were sold to guests of members. Society directors believe that more should be done to provide benefits to members.
- The Society's Annual General Meeting will be held on June 14, 2016. All current directors with the exception of Sanford Osler indicate that they will stand for election.
- The Society's treasurer recently resigned; Andy Jones-Cox has offered to serve as treasurer until the AGM. The position will be advertised on the North Shore Community Resources website.
- The board is planning a fundraising event to take place in November and is considering something different this year – perhaps theatre sports. Suggestions for a new location or activity are welcome.
- The Society will share a booth with NVMA at Lynn Valley Day on June 18, 2016. They will be promoting the potential new museum site and are considering participating in the parade with a new banner and t-shirts to promote the Public Hearing. Mr. Gilmour will liaise with Mr. Evans and Mr. Fox with respect to key messaging.

5. **ITEMS FROM COMMISSIONERS**

***Report on Municipal Heritage Symposium***

Due to time constraints, Mr. Hood agreed to make his presentation at a future meeting.

6. **OTHER BUSINESS**

There was no other business.

7. **ADJOURNMENT**

The meeting was adjourned at 8:44 pm.

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Sanford Osler, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

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