

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JANUARY 16, 2014
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
VICTOR ELDERTON
DON EVANS (Vice-Chair)
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Chair)
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

1. **CALL TO ORDER.**

Ms Kirkpatrick took the chair and called the meeting to order at 5:31 p.m.

2. **ELECTION OF OFFICERS FOR 2014**

Ms Kirkpatrick called for nominations for the position of Commission Chair. Mr. Heywood nominated Sanford Osler; the nomination was seconded by Mr. Watt. Mr. Osler accepted the nomination. There being no other nominees for the position of Chair, Sanford Osler was acclaimed Chair of the Commission for 2014.

The Chair called for nominations for the position of Vice-Chair. Mr. Heywood nominated Don Evans, and the nomination was seconded by Mr. Watt. Mr. Evans accepted the nomination. There being no other nominees for the position of Vice-Chair, Don Evans was acclaimed Vice-Chair of the Commission for 2014.

1. **APPROVAL OF AGENDA**

The agenda was unanimously approved as circulated.

3. **APPROVAL OF MINUTES OF THE REGULAR AND IN-CAMERA SESSIONS OF MEETING HELD ON DECEMBER 12, 2013**

Mr. Heywood MOVED and Mr. Evans SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on December 12, 2013 be approved.

CARRIED UNANIMOUSLY.

Mr. Evans MOVED and Mr. Colby SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on December 12, 2013 be approved.

CARRIED UNANIMOUSLY.

4. **APPOINTMENTS TO GOVERNANCE COMMITTEE**

The Chair noted that currently the Governance Committee consists of the Commission Chair, Vice Chair and the two municipal council appointees. He suggested that the Friends appointee be added to the Committee in order to ensure full representation. Mr. Heywood MOVED and Mr. Colby SECONDED

THAT Messrs. Bell, Evans, Heywood, Hicks and Osler be appointed to the Governance Committee of the North Vancouver Museum and Archives Commission for 2014.

CARRIED UNANIMOUSLY.

The next meeting of the Governance Committee is scheduled for March 11, 2014.

5. **MATTERS ARISING**

Sesquicentennial Consultations

Mr. Watt reported on his attendance at a meeting on January 6, 2014 with the Prime Minister of Canada to which he had been invited by MP James Moore, the senior MP for British Columbia. The meeting was part of a series of community consultations across Canada on how best to celebrate Canada's Sesquicentennial and seven people had been invited to this particular meeting. Future meetings will likely be held in consultation with the MP responsible for BC or the current Heritage Minister. The Prime Minister asked each invitee for one idea on how Canada should best celebrate the anniversary. Mr. Watt had mentioned the new museum project and had spoken about the importance of museums generally to communities. The Prime Minister encouraged participants to provide more feedback to him and to the Heritage Minister. While attending another function in Ottawa the following week, Mr. Watt gave the Prime Minister a letter containing his further thoughts and a copy of the New Museum Update. He will be providing a longer letter that discusses the new museum project in the context of the importance of museums to the community.

No indication was given at the meeting as to whether museums were under consideration for the Sesquicentennial program. Mr. Watt suggested that when Ms Kirkpatrick and the Chair next meet with MP Andrew Saxton, they take the opportunity to mention the January 6th meeting and the fact that the Prime Minister had received a copy of the New Museum Update. Mr. Watt added that he believed that the Update would have been passed to Heritage Minister Shelly Glover, and he suggested that guidance be obtained from MP Saxton on how to win federal support for the new museum. Ms Kirkpatrick noted that she would be meeting with officials from Cultural Spaces Canada at month end, after which another meeting with MP Saxton would be sought.

ACTION:

- Mr. Watt to provide Ms Kirkpatrick with a copy of the material provided to Prime Minister Harper.
- Ms Kirkpatrick to draft a letter to MP Saxton informing him of Mr. Watt's two meetings with the Prime Minister, specifically noting the invitation to the Canada 150 meeting by Minister Moore

and attaching a copy of material given to Prime Minister; Councillor Bell to review letter prior to sending.

ACTION: The Canada 150 website is looking for input on how to celebrate the Sesquicentennial. Commissioners were reminded to respond and to circulate to their contacts the link to the site provided by Nancy Kirkpatrick.

City of North Vancouver Official Community Plan (“OCP”)

Mr. Watt noted that he had been provided with a copy of the City’s draft OCP by Ms Kirkpatrick, who had pointed out that Chapter 7 (Arts, Culture and Heritage) appears to make no mention of the Museum and Archives. Mr. Watt had not finished reading the document thoroughly but at first glance there does not appear to be any specific mention of the Museum and Archives and the City’s objectives appear to be very generic. The Chair noted that in the case of the District’s OCP process, Commission representatives (including the Council appointee) had met with District staff to express concern about what was missing and to propose wording.

ACTION: Mr. Watt to contact Suzanne Smith and ascertain how NVMA can get specific mention in the final form OCP going to City Council in fall of 2015. Mr. Watt to review relevant section of the District of North Vancouver OCP and provide Councillor Bell with a copy of language used.

Ms Kirkpatrick noted that the Arts Office had been specifically mentioned in the OCP, as had the library. Of concern is the requirement to note in all budget requests to the City which part of the OCP is addressed.

New Museum

Workshop with District Council

Ms Kirkpatrick noted that District Council had decided, at the November 12, 2013 meeting with Commission representatives, to postpone its consideration of the proposed motion regarding the new museum until the new year. Councillor Hicks noted that he had corresponded with both the Mayor and the Chief Administrative Officer stating that the District should not delay its decision, and the matter will be included as part of the District Council’s January 20, 2014 in-camera session agenda.

Councillor Hicks noted that the District’s key concern is over cost sharing with the City. He felt that Council was generally supportive of the new museum provided that there is no increase in funding, however, some councillors appear to favour a decentralized exhibit model. Ms Kirkpatrick pointed out that with the Fundraising Feasibility Study set to commence soon, it is urgent that the District’s agreement with the funding assumptions contained in the Business Plan be obtained.

ACTION: Sanford Osler to contact District Mayor and Councillors in his capacity as newly-elected chair of the Commission, to emphasize that no additional operating funds will be sought for the new museum and there will be no capital cost to the District.

Federal Funding

Ms Kirkpatrick noted that this matter had been covered under the agenda item on Sesquicentennial Consultations.

Project Management Volunteers (pm-volunteers.org)

Ms Kirkpatrick noted that the posting for a volunteer project manager was being reconceptualized. The volunteer will be asked to develop a tool that can be used by specialists who are not project managers to monitor inter-related components and track progress.

6. **REPORTS**

Campaign Cabinet

Mr. Evans reported that meetings had been held with individuals from the community to work on the list of names to target for the Fundraising Feasibility Study and to consider possible appointees to the cabinet. He noted that a consultant to conduct that study would soon be selected.

ACTION: Commissioners to circulate New Museum Update to 10 contacts to raise awareness and forward the list of these contacts to: manatonj@dnv.org.

Director's Report

Fundraising Feasibility Study

Ms Kirkpatrick reported that reference checks were being done on the two short-listed proponents for the Fundraising Feasibility Study. Meetings and interviews will be held next week. Both proponents have local offices. The Chair noted that Mr. Evans and Ms Kirkpatrick were authorized to select the consultant on behalf of the Commission.

Commemoration of Community Anniversaries

Ms Kirkpatrick spoke to the Information Report circulated with the meeting package, which outlines plans for celebrating a number of anniversaries over the next several years – the 100th anniversary of the start of World War 1 in 2014, the 75th anniversary of local shipbuilding in support of World War II in 2015, the 125th anniversary of the birth of North Vancouver in 2016, and the 150th anniversary of Confederation of Canada in 2017. She noted that since writing the report, the City had advised that it would not provide funding for the 75th anniversary of local shipbuilding, so a scaled-back commemoration of Dry Dock Pier will be run by the Museum and Archives. Application for a grant to assist with costs to publish a 125th anniversary book will have to either be made by the District of North Vancouver, or they will have to provide authorization to the Commission to submit the application. Several suggestions were made regarding content and format for the Draycott diaries project to honour the 100th anniversary of the start of World War 1.

Upcoming Grant Applications for Special Projects

Ms Kirkpatrick noted that she had provided this report to inform Commissioners of the number of applications that would need to be completed over the next short while. She advised that the decision had been taken not to apply for the Early Career Development grant from BC Arts Council as the program required the applicant to identify the student who would work on the project. The application to the Department of Canadian Heritage under the Community Anniversaries program will be amended to centre on visiting ships rather than a day of “homecoming” events. All other applications will be submitted as noted in the report.

Museum & Archives Operations

Ms Kirkpatrick had nothing to report.

Governance Committee

- Proposed New Structure for Fundraising Committee

The Chair spoke to the new structure for the fundraising committee that was the subject of a report dated November 21, 2013 by Bob Heywood (circulated with November and January

meeting packages). He noted that the fundraising committee was transitioning from the planning committee headed by Friends Society president John Gilmour to a campaign cabinet chaired by Don Evans. No formal terms of reference for the new Committee have been approved.

ACTION: Don Evans to propose terms of reference for the Fundraising Campaign Cabinet for adoption at the February Commission meeting.

- **Fundraising Policies**

The Chair noted that fundraising consultants Oberlander & Associates had recommended that three important policies be implemented, as noted in Ms Kirkpatrick's Report to the Commission dated January 9, 2014 and circulated with the meeting package. The *Confidentiality Policy* addresses the need for all staff, volunteers, consultants, advisors, Commissioners and Friends Society board members to maintain strict confidentiality of all personal information gathered during the campaign. The *Board Member Giving Policy* addresses the expectation that all Commissioners and Friends Society board members will donate a personally meaningful amount of money each year. (This would be optional for the two Council appointees.) The Chair stressed the importance of all members demonstrating their commitment to the organization by donating either to the NVMA or to the Friends Society. The US-based Association of Fundraising Professionals and Imagine Canada both recommend the adoption by all non-profit agencies of the *Donor Bill of Rights*.

Mr. Heywood MOVED and Mr. Evans SECONDED

THAT the Confidentiality Policy, the Board Member Giving Policy and the Donor Bill of Rights be adopted as policies of the North Vancouver Museum & Archives Commission.

CARRIED UNANIMOUSLY.

Policy Implementation – Confidentiality Policy

Ms Downes noted that suppliers should also be required to sign a Confidentiality Agreement.

ACTION: Ms Downes and Ms Polychronis to provide samples of non-disclosure agreements; Ms Kirkpatrick to draft a non-disclosure agreement.

Policy Implementation – Board Member Giving Policy

Ms Manaton explained the methods by which donations could be made:

- Cash or cheque payable to North Vancouver Museum & Archives (receipt provided by the City of North Vancouver for amounts over \$25);
- Cash or cheque payable to Friends of the North Vancouver Museum & Archives Society (receipt provided by the Society); or
- On-line donation to the Friends of the North Vancouver Museum & Archives Society via the *Canada Helps* website.

ACTION: Commissioners were requested to forward donations to Jan Manaton; Ms Manaton to provide a report at the February meeting on the percentage of Commissioners who have donated.

Policy Implementation – Donor Bill of Rights

Ms Kirkpatrick will apply to the Association of Fundraising Professionals for permission to put the Donor Bill of Rights on the NVMA website.

- **Application for Qualified Donee Status**
The Chair called attention to page 2 of the Governance Committee minutes, which spoke to the options discussed at a meeting with legal counsel Margaret Mason, who had been asked to advise on the best method for receiving capital campaign funds. She had suggested three options. The first is that the Commission seek Qualified Donee Status from Canada Revenue Agency, which would enable it to issue tax receipts. The second option would be to set up a new public foundation. The third would be to change the Friends Society's status from a charitable organization to a public foundation. The pros and cons of all three options were discussed. The Chair noted that the Governance Committee recommended that Ms Kirkpatrick be authorized to pursue Qualified Donee status for the Commission. Ms Kirkpatrick reported that she had done some initial research but that specialized legal knowledge was required to take this matter further. She had also approached the City's Finance Department for assistance, but her request was declined until fiscal year-end and 2014 budget work was complete. Councillor Bell MOVED and Mr. Colby SECONDED

THAT Ms Kirkpatrick be authorized to pursue Qualified Donee Status for the North Vancouver Museum and Archives Commission and to request assistance from the City of North Vancouver's Finance Department in this regard.

CARRIED UNANIMOUSLY.

- **Session for New Commissioners**
The Chair noted the intention to hold an information session as a workshop ahead of an upcoming regular meeting to provide new Commissioners with an overview and a refresher for existing Commissioners.

ACTION: Ms Kirkpatrick to ask Mr. Evans and Mr. Elderton what topics they would like to see covered and to arrange a date for a warehouse tour. Ms Kirkpatrick to refresh Commissioner binders.

- **City Vacancy**
The Chair noted that the Committee had discussed what qualifications and skills they would like to see enhanced on the Commission.

Friends Society Report

Mr. Heywood noted that the Friends Board had discussed the option of changing its status to a public foundation and had decided to hold off on making a decision until more information was available. He acknowledged the custodial issues surrounding the Society retaining funds raised for the new museum and felt this was the least desirable option.

Mr. Heywood noted that the board had discussed holding a gala fundraising event in the fall to raise funds and create awareness; this would be discussed with Mr. Evans. Mr. Heywood reported that the *Good Timber* fundraiser in October 2013 had netted about \$500. The event had provided valuable lessons and pointed out some fundamental planning errors.

Ms Kirkpatrick reported that the Society would hold its annual *Treasures in the Attic* event in Lynn Valley mall on April 26th. This venue would provide a much higher profile.

7. OTHER BUSINESS

- Ms Kirkpatrick noted that City staff had been instructed to rent out the Pipe Shop as soon as possible after the Biennale event, for occupation until such time as the museum took over the

building. She is pursuing the possibility of using the “art box” located in Shipbuilders Square to promote the new museum and provide some presence in the precinct.

- Ms Kirkpatrick noted that Roger Brooks’ report to City Council on his vision for the Shipyards is scheduled to be presented on February 3rd; she requested that Commissioners attend the presentation and undertook to provide information to Commissioners when it is available.
- Mr. Colby suggested that consideration be given to creating a 10-minute video to be used as “filler” on the Knowledge Network.
- Ms Kirkpatrick noted that she would be drafting a Request for Expressions of Interest for a campaign writer.
- Mr. Heywood was thanked for chairing the Commission for the past four years, and for the major role he had played on the Commission and the Friends Society.
- An additional item was discussed in camera.

8. **ADJOURNMENT**

The meeting was adjourned at 8:30 p.m. The next regular meeting is scheduled to take place on Thursday, February 20, 2014 at 5:30 p.m. in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary