

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON JANUARY 19, 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)  
DOUGLAS COLBY  
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  
JAN MANATON, Recording Secretary  
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: DEBORAH JACOBS

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

The Chair called the meeting to order at 5:30 p.m. Mr. Osler asked for an item on Committee Appointments to be added after Item 2, Election of Chair and Vice-Chair for 2012. The agenda was approved as amended.

2. **ELECTION OF OFFICERS FOR 2012**

Ms Kirkpatrick took the chair and called for nominations for the position of Commission Chair. Mr. Francis nominated Robert Heywood, seconded by Mr. Colby. Mr. Heywood accepted the nomination. There being no other nominees for the position of Chair, Robert Heywood was acclaimed Chair of the Commission for 2012.

The Chair called for nominations for the position of Vice-Chair. Mr. Watt nominated Sanford Osler, seconded by Ms Polychronis. Mr. Osler accepted the nomination. There being no other nominees for the position of Vice-Chair, Sanford Osler was acclaimed Vice-Chair of the Commission for 2012.

3. **COMMITTEE APPOINTMENTS, 2012**

The following appointments were confirmed:

- Standing Committee on Governance:  
Sanford Osler (chair), Robin Hicks, Don Bell, Robert Heywood
- Special Committee on Facilities:  
Dan Francis (chair), Don Bell, Robert Watt
- Special Committee on Programming & Collections:  
Dan Francis (chair), Robert Watt, Sanford Osler
- Special Committee on Community Engagement:  
Matti Polychronis (chair), Doug Colby, Sepideh Sarrafpour

4. **APPROVAL OF THE REGULAR AND IN-CAMERA MINUTES OF THE DECEMBER 15, 2011 MEETING**

Mr. Francis MOVED and Mr. Osler SECONDED

THAT the Minutes of the Regular Meeting of the Commission and the In-Camera Meeting of the Commission held on December 15, 2011 be approved.

CARRIED UNANIMOUSLY.

5. **MATTERS ARISING**

***New Museum Update***

Ms Kirkpatrick thanked Commissioners who attended the recent walk-through at the Shipyards site and noted that she had discussed this matter with staff on a confidential basis. She requested and it was agreed that discussion of this item would be held in-camera as it concerns a property issue.

Councillor Hicks MOVED and Mr. Watt SECONDED

THAT the North Vancouver Museum and Archives Commission has looked at options available in the Shipyards area for a new museum and expressed particular interest in Lot 4 (Pipe Shop); and the Commission seeks authorization from City Council to explore with City staff possibilities for a new museum in that location.

CARRIED UNANIMOUSLY.

Councillor Bell asked that the motion be forwarded to the City Clerk tomorrow; he will speak with the Clerk to see if it is possible to place the item on the agenda for the next Council Meeting under Other Business and will advise Commissioners if he is successful.

***Update on Museum Collection Clean-Up Project***

Ms Kirkpatrick requested that this item be discussed in camera, as it relates to a property matter.

***Participation in City's Official Community Plan Engagement Process***

Mr. Watt had nothing to report.

5. **REPORTS**

***Director's Report***

Ms Kirkpatrick noted the following:

- The Ford Transit Van has been delivered and the institution has its first new vehicle after many years of running older, used vans. Ownership of the vehicle is held 50/50 by the City and the District; the City will maintain the van.
- The budget presentation to the City's Finance Committee of Council on January 30<sup>th</sup>, 2012 is in the process of being prepared; material for inclusion in the District's draft Financial Plan has already been forwarded.
- A grant application has been submitted to the National Archival Development Program for funding from Library and Archives Canada (administered by the Canadian Council of Archives) to hire a contract archivist to assist with processing of the acquisition of the BC Mountaineering Club archives. This collection has provincial, if not national, significance.
- An application was submitted to the BC Arts Council Innovations Program for financial assistance for the Baxter& exhibit. Grants under this program are awarded for cutting edge, risk-taking projects.
- An application was submitted to the Michael Audain Foundation to assist with the Baxter& exhibit and the Vancouver Foundation will also be approached for assistance.

- The Canadian Conservation Institute in Ottawa has approved a request for pro bono restoration work to be done by their lab on two significant photographic panoramas that pose some conservation challenges.

### ***Museum and Archives Operations***

Ms Sutherland reported on two programs currently being focused upon:

- The Sea-to-Sky Heritage Fair will be significantly different from previous fairs which included a lot of public programming in addition to the presentation of the students' projects. Both the North Vancouver School District and the BC Heritage Fairs Society are looking for changes to be implemented, so this year's fair will have an increased focus on educational aspects, more student involvement, and less public programming. The Fair will be held on Friday, May 11. Students will attend from 9-3, with a family event held that evening. Some challenges are being experienced in working with teachers (this is true for other Heritage Fair organizers and local cultural attractions) and registration to date is lower than expected. It is unclear whether this is due to the teachers' job action.
- The Persia/North Vancouver Project will enable the institution to work more closely with North Vancouver's Iranian population. Assistance in setting up a focus group was provided by Commissioner Sepideh Sarrafpour. The project is being facilitated by Dr. Sharon Fortney, who curated the *Entwined Histories* exhibit and has provided research assistance in the past. A follow-up meeting with representatives from the Iranian community and Simon Fraser University was held. The project will focus on oral history, especially around immigration and settlement stories, and SFU is very keen to participate. There may be some research and funding opportunities, along with the possible involvement of co-op students. Ms Fortney will write a proposal for review by SFU's Centre for the Comparative Study of Muslim Societies and Cultures.

### ***Standing Committee on Governance***

Mr. Osler referred to committee meeting minutes and notes on the 2012 priority improvement areas identified at the recent self-assessment workshop (materials circulated with meeting package) and asked for comments. Councillor Bell noted that he would appreciate a tour of the warehouse and the Archives as soon as possible. Councillor Hicks stated he would like to attend as well. Ms Kirkpatrick undertook to schedule this as soon as possible.

Mr. Osler noted Blair Trousdell's resignation from the Commission due to schedule conflicts. The Governance Committee had reviewed the selection criteria for commissioners and conducted a gap analysis to consider whether there were any missing skills that should be sought; none were identified. Ms Kirkpatrick confirmed that there were no applications on file. The Chair asked Commissioners to provide names of candidates to Ms Kirkpatrick. Ms Kirkpatrick will send an information package to prospects and the committee will review applications and approach potential commissioners.

### ***Special Committee on Community Engagement***

Ms Polychronis reported that the Friends Society board had met to consider short-term versus long-term sponsorship goals and had decided that it would be more appropriate to focus on short-term goals such as seeking a sponsor for the *Express* newsletters to cover the cost of the newsletter and provide additional funds for the Society. Ms Polychronis had met with a potential sponsor. Ms Polychronis noted that it was also considered important to reach the community through other means, possibly by bringing a media partner on board for the Baxter& exhibit, or for the Heritage Fair. Once a new museum site is confirmed, the focus will shift.

Ms Kirkpatrick noted that future *Express* newsletters will include a Museum and Archives insert that will highlight events, programs, etc., and provide more space to recognize sponsors.

### ***Special Committee on Programming & Collections***

Mr. Francis noted that the committee had met last week to discuss the collection clean-up project; minutes were circulated with the meeting package.

**Special Committee on Facilities**

Mr. Francis had nothing to report.

**Friends Society**

The Chair noted that new board members are willing to assist in seeking the sponsorships referred to by Ms Polychronis, and reiterated that once an announcement is made regarding the new museum, more significant sponsorships will be sought.

6. **OTHER BUSINESS**

- Ms Kirkpatrick reminded Commissioners about the open house for the BC Design exhibit on Sunday, January 29 between 2 and 4pm, and encouraged Commissioners to attend and take the opportunity to mingle. Opening remarks will commence at 2:30pm. City Mayor Darrell Mussatto and MLA Naomi Yamamoto have confirmed their attendance, as has Friends President John Gilmour.
- Ms Kirkpatrick confirmed the date for the “collectors’ roadshow” event on Saturday, March 31. This event is a fundraiser and public program and will likely be held between 11am and 4pm.

7. **ADJOURNMENT**

The meeting was adjourned at 7:22 p.m. The next regular meeting is scheduled to take place on Thursday, February 23, 2011 at 5:30 p.m. in the Community History Centre Meeting Room. Ms Kirkpatrick noted that the meeting will be preceded by a short presentation on municipal records from Archivist Janet Turner at 5:10 p.m.

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ROBERT HEYWOOD, Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

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