

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:00 P.M. ON JANUARY 20, 2011
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR PAM BOOKHAM (City)
DANIEL FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
BLAIR TROUSDELL
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Assistant Director
JAN MANATON, Recording Secretary

REGRETS: DEBORAH JACOBS
SEPIDEH SARRAFPOUR
ROBERT WATT

CALL TO ORDER AND APPROVAL OF AGENDA

The Chair called the meeting to order at 5:02 p.m. The Agenda was amended to include an update on the draft Strategic Plan as part of the Director's Report and approved as amended.

ELECTION OF OFFICERS FOR 2011

Ms Kirkpatrick took the chair and called for nominations for the position of Commission Chair. Mr. Francis nominated Robert Heywood, seconded by Mr. Trousdell. Mr. Heywood accepted the nomination. There being no other nominees for the position of Chair, Robert Heywood was acclaimed Chair of the Commission for 2011.

The Chair called for nominations for the position of Vice-Chair. Mr. Trousdell nominated Sanford Osler, seconded by Mr. Francis. 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 2011.

APPROVAL OF THE REGULAR AND IN-CAMERA MINUTES OF THE DECEMBER 16, 2010 MEETING

Councillor Bookham MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on December 16, 2010 be approved as circulated

AND THAT the Minutes of the In-Camera Meeting of the Commission held on December 16, 2010 be approved as circulated.

CARRIED UNANIMOUSLY.

COMMITTEE STRUCTURE & STAFFING

The Chair circulated a memorandum entitled *Commission Committee Structure* and spoke to its contents, noting the reasoning behind the restructuring. During the current period of transition, it has been stated that it would be most helpful to solicit expert assistance from members of the wider community on certain issues. The establishing bylaw imposes a limitation on standing committees by requiring their membership to be drawn from the Commission only. The Chair proposed that the Commission have one standing committee

to oversee governance, human resources, financial and policy matters, and a number of special committees to oversee matters relating to community engagement, programming, collections and facilities. These special committees would be headed by a Commissioner but could include outsiders with relevant experience who would be invited to provide guidance and expertise. The Chair briefly explained the advisory committees' purviews and noted that all committees would report their findings and recommendations directly to the Commission. He suggested that each committee start out with two Commissioners who would re-draft the Terms of Reference applicable to the current standing committees. The special committees are intended to remain in place for several years, at least until the period of transition to a new museum is complete, at which time the committee structure may need to be changed. Mr. Trousdell MOVED and Mr. Osler SECONDED

THAT the revised committee structure, as described in the Chair's memorandum dated January 10, 2011 entitled *Commission Committee Structure*, be implemented.

CARRIED UNANIMOUSLY.

The Chair noted that each special committee would determine its own needs when it came to the number of appointees and suggested that the terms of reference be flexible, for example, to indicate "up to X appointees" rather than identify a specific number.

Committee Appointments

The Chair suggested that the Standing Committee on Governance include the Chair, the Vice-Chair and possibly one other member. Councillor Hicks advised that, given the importance of governance issues, this could be a committee of the whole. Mr. Osler suggested that it may be more efficient to have a standing committee. Councillor Hicks asked to be included on this committee, as he felt strongly that it should comprise more than two Commissioners. Councillor Bookham cautioned that, given their positions, Councillors could on occasion be put into a conflict of interest when sitting on committees. The Chair noted that Councillors are full voting members of the Commission and could see no reason to exclude them from committees. The Standing Committee on Governance will include the Chair, the Vice-Chair and Councillor Hicks. Meetings of this and the special committees will be at the call of the respective Chairs. Appointees to the other committees were agreed as follows:

- Special Committee on Community Engagement – Councillor Pam Bookham, Matti Polychronis, Sepideh Sarrafpour
- Special Committee on Programming and Collections – Dan Francis, Sanford Osler, Robert Watt
- Special Committee on Facilities – Blair Trousdell, Dan Francis, Robert Watt

The Chair undertook to confirm committee preferences with Ms Sarrafpour, Ms Jacobs and Mr. Watt. Ms Kirkpatrick noted there is a commission vacancy and once an appointment is made, the new Commissioner will be added to one of the committees.

The Chair noted that the next step would be for each committee to meet, elect a chair and review the terms of reference to ensure that they reflect the work of the committee; amended terms of reference will be approved by the Commission. It was decided that Dan Francis would call the first meeting of the Facilities and the Programming/Collections Committees, Matti Polychronis would call the first meeting of the Community Engagement Committee, and the Chair would call the first meeting of the Governance Committee.

MATTERS ARISING

New Museum Update

It was agreed that this matter should be discussed in camera.

Commissionaire Costs

Ms Kirkpatrick reported that this matter had been resolved.

District/City Official Community Plans

Mr. Osler reported that he and Mr. Francis, Ms Kirkpatrick and Councillor Hicks had met with District staff to present suggested changes to wording in the OCP. Councillor Hicks noted that he was fully supportive of these recommendations and he believed that they had been well received by staff. The proposed changes are outlined in Attachment 1 to the minutes.

Ms Kirkpatrick reported that she and Mr. Watt had met with City Planner Suzanne Smith, who had provided an overview of the City's review process which was just commencing. The Commission will have an opportunity for input. Ms Kirkpatrick noted that Mr. Watt may provide more information at the next Commission meeting.

REPORTS

Director's Report

2011 Budget

Ms Kirkpatrick circulated copies of the PowerPoint presentation prepared for the City Council Finance Committee meeting on January 24. The presentation provides an overview of the Commission's budget. Ms Kirkpatrick noted that the Commission's budget had fallen within the targets of both municipalities and that additional hours requested for two positions had been approved. This will enable a staff member's hours to be arranged so that the North Shore Historical Society and other meetings can be held in the evening. Additional clerical support for the Director and Administrative Services Manager will be very helpful. The original budget request had included a 4% wage increase for all staff; however, while the District had agreed to provide funds for this purpose, the City's policy was to allow only a 2% increase for non-union staff. The 2% saving overall enabled the additional hours to be included in the 2011 budget.

The presentation pointed out that, while restricted grant funds are not incorporated into the operating budget, in 2010, over 11% of revenue came from non-municipal sources. The majority of this funding came from the federal government. Ms Kirkpatrick noted that outside funding at this level was unlikely in 2011.

Strategic Plan

Ms Kirkpatrick circulated an update to the Commission's Strategic Plan document, along with an article entitled *Redefining the Mission: From the Historical Museum of the City of Vienna to the Wien Museum*, noting the similar issues encountered in Vienna. Ms Kirkpatrick asked the Commission to indicate how it wished to proceed with the Strategic Plan in terms of updating, and defining benchmarks and responsibilities. She noted that the current document does not indicate timeframes or assign responsibility, and asked whether this matter should be tabled until the next meeting to give Commissioners an opportunity to review the document.

The Chair asked that the plan be referred to the Standing Committee on Governance for review and recommendations. Mr. Trousdell suggested that the City and the District should be asked to sign off on the plan, noting the need for the municipalities to understand the strategic plans vis-à-vis the new facility. While the two municipalities may not be prepared to sign off on the plan, the Commission may be able to obtain notional agreement. Ms Kirkpatrick pointed out that the strategic plan was an implementation plan for the new vision. The Chair stated that the two municipalities should provide tacit approval for this plan.

Museum and Archives Operations

Entwined Histories Exhibit

Ms Sutherland reminded Commissioners of the exhibit opening on Sunday, January 23.

This will be preceded by a blessing by the Squamish Nation on Saturday. A media walkabout is scheduled for Friday, January 21; the two curators will be on hand to answer questions. To date, two large articles have been planned for the *North Shore News*, and one for the *Vancouver Sun*. Indications are that more will follow. Additionally, the curators have been interviewed by CBC's Mark Forsyth. Ms Kirkpatrick added that the *Vancouver Sun* had also done videography which will be included on their website. Ms Sutherland noted that posters and postcards are available for distribution and Commissioners were encouraged to hand these out. Ms Polychronis undertook to distribute postcards to businesses along Lonsdale Avenue.

Ms Sutherland noted that an application had been made for a grant to assist with an event to be held on National Aboriginal Day in connection with the exhibit. A walking tour brochure of native art in Lower Lonsdale and on the Mission Reserve will be produced. The new First Nations based school programs were fully booked.

Oral History Project

Ms Sutherland noted that Reference Historian Daien Ide was supervising a crew of volunteers who were interviewing, recording and transcribing oral histories.

Flickr Contest

Ms Sutherland announced that the winner was Logan Elias, a student from Cove Cliff Elementary. His achievement was covered on the North Vancouver School District website and in the Deep Cove Crier. The contest entries had been strong and interesting, and another contest will be launched in February during National Heritage Week.

Collections Committee

The Chair noted that Mr. Francis had left the meeting early to attend another function.

Community Relations Committee

Ms Polychronis stated that she would make arrangements to meet.

Facilities Planning & Development Committee

The Chair noted that Mr. Francis had left the meeting.

Finance & Funding Committee

Mr. Osler confirmed that the committee had not met since the last Commission meeting. Ms Polychronis noted that she was still working on the draft Sponsorship Policy and would ask her husband to review it from a legal standpoint. Mr. Osler asked that this be made available before the next Commission meeting. The Chair said that the policy would fall under the auspices of the new Standing Committee on Governance and proposed a date of February 15 for the first meeting.

Friends Society

The Chair noted the Society's next board meeting would be held the following week. Ms Kirkpatrick noted that the *Time Travel in North Vancouver* book was still selling well.

Personnel Committee

Mr. Osler noted that five priority areas had been identified for 2011 in the Commission's self-study process that took place in December. He had prepared a summary document and this forms Attachment II to the minutes.

Mr. Osler noted that a potential new Commissioner had been identified and it was suggested that this person meet with the Chair. The Chair noted that another individual had applied, and had met with the Chair and Ms Kirkpatrick. This person is an entrepreneur and may be a good addition to the Commission. Mr. Osler asked to meet to discuss the candidates. Ms Kirkpatrick noted that the application had just been received and may not have been sent to the District Clerk.

OTHER BUSINESS

Mr. Osler noted Ms Jacobs' absence from the meeting. She has now missed four meetings in a row and he wondered what her status on the Commission was. The Chair undertook to speak with Ms Jacobs to determine whether she wished to remain on the Commission.

ADJOURNMENT

The meeting was adjourned at 6:42 p.m. The next regular meeting is scheduled to take place on Thursday, March 17, 2011 at 5:00 p.m. in the Community History Centre Meeting Room.

ROBERT HEYWOOD, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary

Attachment 1

NVMA's proposed changes to the District's OCP#1 (shown in red)

6.5 Community History, Architectural Heritage and Identity

Our rich and unique history contributes greatly to the identity of the community and its sense of place.

The District's objective is to ensure that the community has a clear sense of identity and place. This means facilitating the learning about our past, present and future possibilities while preserving our archaeological, historical and heritage resources.

Policies

1. Support the preservation of our community's history and documentary heritage in a publicly accessible repository of archival and cultural resources.
2. Support the programs and services that enable people to understand and appreciate the community's rich and unique history.
3. Support community-wide facilities which connect people from different areas, groups and generations and allow them to learn about each other and explore ideas together.

Plus the existing five additional policies on heritage.

12.2 Plan monitoring: Indicators and Targets

Social Well-being

Additional Community indicators:

- Surveyed sense of place/belonging, community identity, social inclusion/cohesion and/or community pride

6.2 Arts, Culture, Leisure and Recreation

In addition to providing access to opportunities for learning, exercise and cultural expression, our various facilities – including a Community History Centre – also act as hubs for networking and help to strengthen a sense of community.

11. INFRASTRUCTURE

The District owns and operates a wide array of physical infrastructure, ranging from civic buildings and facilities (libraries, recreation centres, community history centre, fire halls, municipal hall) to roads, utilities (water, sewer) parks and other public places.

Attachment II

NVMA Commission 2011 Performance Improvement Areas

1.

The NVMA Commission conducted a self-assessment of its performance in December, 2010 and agreed on the following priority improvement areas, along with the lead responsibility for implementation, in 2011:

1. Develop the financial resources to support the strategy (Finance & Funding Committee and Friends)
2. Build/enhance reputation of organization with key stakeholders/community (Facilities Planning and Development Committee, Community Relations Committee and Friends)
3. Revisit Strategic Plan and Goals (Nancy at January, 2011 meeting)
4. Improve the process for the selection, orientation and development of Commissioners (Personnel Committee and Chair)
5. Consider whether to change the Committee structure (Chair)

It was also agreed that the self-assessment process was helpful, the survey tool useful, and that it should be done annually at a time recommended by the Personnel Committee.

Sanford Osler
Chair, Personnel Committee
Dec. 17, 2010