

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION**

Commencing at 5:30pm on Wednesday, June 20, 2018  
AT THE COMMUNITY HISTORY CENTRE  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

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PRESENT: JONATHAN EHLING  
VICTOR ELDERTON (Chair)  
KEVIN EVANS  
JAMES FOX  
GINETTE HANDFIELD  
TERRY HOOD  
TERRY McALDUFF (Friends Society)  
NANCY KIRKPATRICK, Director  
LAUREL LAWRY, Recording Secretary  
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: COUNCILLOR DON BELL, SHERYL FISHER-RIVERS, DEREK HAMILL,  
COUNCILLOR ROBIN HICKS

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**1. Call to Order and adoption of the Agenda at 5:37 pm.**

**2. Consent Agenda**

- Approval of Minutes of Regular Meeting held May 16, 2018
- Director's Report
- Recommended Museum Deaccessions Report #20

The Commission requests that going forward, the Director's Report will be moved from the Consent Agenda to its own item on the Agenda. The Director amended two items reflected in the Report, attached, namely that the report highlights one month, not two months and the date of the Archivist's last day of work is July 6, not June 6. The Director also informed the Commissioners of the resignation of a part-time staff member.

Mr. Hood moved, and Mr. Ehling seconded

THAT the recommendations listed within the "Consent Agenda" be approved.

*Recommended Museum Deaccessions #20*

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 390 accessioned objects and 192 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

### 3. New Museum Reports

- **Update on New Museum Budget & Transition Planning**

The June 4<sup>th</sup> meeting between CNV and NVMA staff was productive and positive, with the outcome being that the CNV staff support the development of a project sheet for additional Capital Funds to assist with items not part of the original budget in the amount of approximately 400K for FF&E (movable furniture, fixtures, or other equipment) and cost escalation. City staff are working with the NVMA on a report to Council, with a full update to take place on July 16 at the regular council meeting, including references to specific requirements contained in the December 2016 City Council decision regarding the approval of the New Museum. The presentation will discuss extended lease costs for the warehouse, increased construction cost escalation stemming from the building schedule changes and a Class A cost estimate to be undertaken by quantity surveyors. Mention in the presentation will be made of the fundraising campaign and the Transition Plan.

It was noted by Commissioners that inflation (resulting from the schedule shift) as opposed to escalation (resulting from labour costs and other increases) should be reviewed very carefully with City staff and the allocation for each clearly defined. It may be prudent to ask Council for a reserve or contingency for cost escalation.

An update was provided to Commissioners on the status of the Construction Manager position: the City decided not to hire the Construction Manager at this time and will wait until September 2018 in order to avoid additional consultant costs. The result is a risk to the overall project costs as the subcontracts will not be locked in until later in 2018/2019. Having the Architect's input on the costs will be useful when she returns in July.

At the meeting of June 4<sup>th</sup>, CNV and NVMA Staff also discussed facilities and warehouse transitions and strategies for the removal of artifacts from Presentation House Museum by the end of 2018.

- **Update on New Museum Exhibit Planning**

The bidders to the RFQ were shortlisted to three, and an RFP for Exhibit Fabricators will be posted before the end of June. The scope of work is being extended to include the full enhanced exhibit design and requests for separate prices will be included by the bidders.

Assistant Director Shirley Sutherland reported that the two children's exhibit and activity areas in the new museum were workshopped by a consultant who specializes in interactive exhibits. A first workshop, attended by about 20 people, resulted in a number of ideas being generated. The second workshop, although attended by a smaller group, generated some useful ideas. It has been proposed by the consultant that designing the activity areas for two separate age groups with distinct activities for each would be beneficial – the neighbourhood area will be targeted to 3-5 year olds and the port area will be geared to 5-8 year olds. Opportunities for public input through prototyping and testing will be carried out, including taking some activities into libraries or other facilities to preview the exhibits and activities.

North Shore Rescue and Gerry Brewer have offered material and artifacts. Phil Nuytten will also be offering material and artifacts. A contact is needed for North Shore Studios; Commissioners will act as intermediaries. A connection is also needed for Arc'teryx and Commissioners will provide some opportunities for making contact.

### 4. Councillors' Review/Reports

- **New Museum Update and Deaccessioning Project Reports to City Council**  
This item is deferred as the Councillors were absent.

5. **Reports:**

- **Friends Society Report**

The Friends and NVMA staff had a very positive day at the Lynn Valley Day event, with many people signing up for the mailing list. Volunteers will be required for the Canada Day event. A new interactive engagement tool focusing on the time capsule in a dotmocracy-type panel will be added to the Canada Day booth activities. An update on the Friends Society year end accounting procedures was discussed.

- **Governance Committee Report**

The Governance Committee convened two special meetings in the past month to discuss the development of an MOU between the Friends Society and the NVMA Commission. The document is almost at the stage where the President of the Society and the Chair of the NVMA will meet to further the discussion and terms of the agreement.

Mr. Evans proposed that a new standing committee of the Commission – the marketing and communications committee of the NVMA Commission – should be struck.

Mr. Fox moved and Mr. Ehling seconded

THAT the Commission endorses the establishment of a new standing committee, the Marketing and Communications Committee, and requests that the Capital Campaign Marketing & Communications Committee revise their terms of reference to reflect this.

CARRIED UNANIMOUSLY

The Policies of the Capital Campaign and NVMA are currently being reviewed by the DNV legal department. The Strategic Plan being developed by the Commission and Governance Committee may be influenced by some of the work carried out by the Transition Plan Consultant, therefore the strategic plan will be prudently taking shape over the longer term.

- **Capital Campaign Cabinet**

Mr. Evans provided an update on the work of the Cabinet, which has progressed substantially over the past month with weekly meetings. The planning and preparation stage is moving into a very robust and well-developed plan and schedule, with all the tools for success and resources available to volunteers who are going to meet prospective donors. The quiet phase is focusing on cultivating and securing larger corporate donors and sponsors, and the public phase will begin in the New Year once a substantial proportion of the funding has been received. The consultants and contractors involved have been performing very well in their roles. Many volunteer hours are being put into this endeavor and, as a result, recruiting is underway to add new volunteers with needed skills. NVMA staff will work with Commissioners who are not members of the fundraising committees to inform them of the protocols being developed for relationship management.

- **Community Engagement & Partnerships Committee**

Partnerships with the Lower Lonsdale business and cultural communities continue to be developed and the LLBIA will be provided resources to help them act as ambassadors for the new museum, thereby deepening the relationship with the NVMA, including the Shipyard Pals. A relationship with Seaspan focused on programming opportunities is being cultivated. Chamber of Commerce staff relationships are also in development.

- **Indigenous Voices Advisory Committee**

The Heritage BC grant application was written and submitted by NVMA staff, and the Indigenous Voices Advisory Committee was very pleased with the content. A more substantial report will be provided at the next meeting.

6. **Items from Commissioners**

- **Standing Item: Commissioner communications with municipal councillors (All)**

The Chair and Vice-Chair met with the City of NV Mayor to discuss the NVMA and the fundraising campaign. The mayor was very helpful and forthcoming in offering his support to the campaign and the Commission in general, and plans to provide some introductions to community and industry leaders. It was learned that a City amenity space will be opened to create a Makers' Space in the Lower Lonsdale area with potential for collaborative programming with the Museum. Within the update to council, NVMA may provide some further information regarding the Museum at Presentation House closure having very little impact on the operating budget and the accumulated surplus reserve, due to ongoing facilities and collections costs, staff costs, etc., and that the cost of operating the PH Museum is a very small percentage of the overall operating budget.

The NVMA will be reaching out to all candidates who are planning to run in the next municipal election. A package will be sent out to all candidates in both municipalities from the NVMA, potentially asking policy questions.

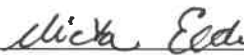
- **Confirm meeting schedule:** Commissioners decided to keep the meetings on Wednesday evening for the remainder of 2018.

7. **Other Business**

A reminder was provided to the Commissioners of the Volunteer Appreciation Barbeque taking place on June 27.

Two North Shore residents and active local historians passed away recently: Doreen Armitage and Dick Lazenby.

8. The meeting was adjourned at 7:50 pm. The next meeting will take place at 5:30 pm on Wednesday, July 18, 2018 in the Community History Centre Meeting Room.



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Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by:   
Laurel Lawry, Commission Secretary