

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON MAY 16, 2013
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
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Vice-Chair)
SEPIDEH SARRAFPOUR
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: IAN CAMPBELL
MATTI POLYCHRONIS

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

The Chair called the meeting to order at 5:35 p.m. The agenda was approved as circulated.

2. **NEW CITY APPOINTEE**

The Chair noted that the City has appointed Chief Ian Campbell to complete the term of Deborah Jacobs, which expires on December 31, 2013.

3. **APPROVAL OF THE MINUTES OF APRIL 18, 2013 REGULAR MEETING**

Mr. Watt MOVED and Mr. Francis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on April 18, 2013 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

New Museum Update

• *Workshop on New Museum Planning with City Council*

The Chair provided a brief report on the workshop for those Commissioners who were not in attendance, and outlined the major concerns raised by Council. Ms Kirkpatrick stated that she had drafted an email to address these concerns and provide clarification of certain points. This would be sent to Commissioners and to the workshop attendees. Commissioners discussed the partnership opportunities for space rentals, most notably with Presentation House Gallery, and the revenue-generating benefits of having a museum that appeals to local residents, tourists and people in the Lower Mainland.

Ms Kirkpatrick noted her draft document, "Recommendations to City of North Vancouver Concerning a New North Vancouver Museum", which was circulated with the meeting package and which will be forwarded to the City's Major Projects Committee for review. A companion report is being prepared by Larry Orr, City Manager, Land & Business Services. The Chair

read for discussion purposes the motions proposed in Ms Kirkpatrick's report and some amendments were suggested. Mr. Osler MOVED and Mr. Watt SECONDED

THAT the NVMA Commission endorses the submission of a Report to the Mayor and Council of the City of North Vancouver containing the following motion:

THAT Council receives the North Vancouver Museum Concept Plan (March 2013, KEI Space Design) and endorses in principle the exhibit concept overview for a new North Vancouver Museum as outlined in that report;

AND THAT Council receives the North Vancouver Museum Business Case and Feasibility Study (April 2013, Lord Cultural Resources) and endorses in principle the business case for a new North Vancouver Museum as outlined in that report;

AND THAT Council authorizes the North Vancouver Museum and Archives Commission to undertake a Fundraising Feasibility Study for a new North Vancouver Museum to be located in the Pipe Shop on Lot 4 of the Pier development;

AND THAT an amount of \$50,000 be appropriated from the Civic Amenity Fund for the purpose of funding the Fundraising Feasibility Study for a new museum as listed in the "Museum Studies" project in the 2013 Project Plan;

AND THAT Museum staff be directed to report back with the results of the Fundraising Feasibility Study;

AND THAT whereas the total expected cost of a new museum is projected to be \$10 million, before the Fundraising Feasibility Study commences Council shall authorize a commitment of \$5 million for the new museum, so as to enable the Commission to secure pledges of capital support for the new museum from other levels of government and private funders;

AND THAT the City's commitment of capital funding for the new museum shall be conditional upon the Commission's ability to secure sufficient commitments for the remaining capital funds by mid-2015;

AND THAT Council approves the use of the entire Pipe Shop on Lot 4 of the Pier development for a new North Vancouver Museum, conditional upon the Commission's ability to secure sufficient financial commitments by mid-2015 to allow the project to proceed.

CARRIED UNANIMOUSLY.

The Chair summarized by saying that the City is being requested only to provide authority to proceed with the Fundraising Feasibility Study and to give the Commission authorization to raise funds for the new museum; the \$5 million conditional commitment from the City is necessary for both the study and the ability to raise funds from other levels of government and the private sector.

Councillor Hicks noted that he would apprise the District Council of the studies. At some stage, the results of the studies should be shared and the exhibit concept and business feasibility presentations should be made to Council, with the main focus on the exhibit design concept.

The Chair noted that raising public awareness was the Commission's next priority. Once the reports have been presented at an open Council meeting, there will be a window of opportunity to build public support. The Commission discussed methods of raising awareness and building a profile in the community. The Friends Society should take the lead

prior to the presentation to City Council. A suggestion concerning participation in the Canada Day Parade was discussed. Commissioners were encouraged to contact groups for opportunities to give presentations at their meetings.

ACTION: Commissioners to suggest community groups and Ms Kirkpatrick to compile and circulate a list of same.

Ms Kirkpatrick noted the need for a media strategy and the Chair suggested that preparations be made so that the Commission is ready to launch an awareness campaign after Council provides approval for the Fundraising Feasibility Study. The Commission discussed various promotional ideas and the appropriateness and timing involved.

ACTION: Ms Kirkpatrick to bring a proposal to the next Commission meeting outlining various ideas for the Commission to discuss.

ACTION: Mr Watt to meet with Friends Society President John Gilmour concerning Canada Day parade participation.

- *Richardson Foundation*

Ms Kirkpatrick reported that on June 6th she, Matti Polychronis and John Gilmour will be meeting with the Director of Corporate Communications for Richardson International. Information on the new museum, along with a proposal for funding Waterfront Productions in 2013, has been sent to Richardson International.

- *Federal Funding Sources*

Ms Kirkpatrick had nothing to report with respect to federal grants.

Mr. Osler noted that he, along with Ms Kirkpatrick and the Chair, had attended a presentation by Federal Heritage Minister James Moore, who had invited representatives from the Lower Mainland museum community to the meeting. The key message from the Minister was that he wanted Heritage Canada to partner with communities and he encouraged groups to use his local office staff in Port Moody, who would put them in touch with Heritage Canada. Minister Moore had confirmed that history would be the central theme of Canada's Sesquicentennial celebrations.

- *City of North Vancouver Official Community Plan Process*

Mr. Watt reported that he had invited Senior City Planner Suzanne Smith to attend the June meeting of the Commission to discuss the existing OCP, the cultural precinct being planned for Lower Lonsdale and the *City Shaping* process; he had not yet had a response.

6. **REPORTS**

Director's Report/Museum & Archives Operations

Ms Kirkpatrick noted the following:

- The Sea to Sky Regional Heritage Fair had been very successful in its second year of a new model that provides an enrichment day for students followed by family activities and entertainment in Lynn Valley Village. Councillor Hicks noted that the Community Room at the Library had been full of impressive projects.
- A *Young Canada Works in Heritage Institutions* grant was confirmed that enables two student theatrical interpreters to be hired for Waterfront Productions. This year's project is a collaboration with Presentation House Theatre, which will provide professional scripts based on content from the Museum and Archives, production assistance and a mobile museum cart. The students start work on June 3rd and presentations commence on Canada Day.
- A graduate student in International Relations from SFU has been hired by the Friends Society, with assistance from the BC Arts Council Co-Op Placement program via the Museum and Archives, to interview first-wave Persian immigrants as part of the *Diversifying History* oral history project.

- The Friends Society's *Express* newsletter has been recognized by the BC Historical Federation as the best history newsletter for 2013; the award includes a cheque for \$250.

Governance Committee

Mr. Osler noted that the committee's amended Terms of Reference had been included in the meeting package. The next meeting is scheduled for June 19th and the City's Director of Finance has been invited to attend to discuss the audited financial statements.

The Chair noted that the Fundraising Feasibility Oversight Committee will follow the same model as the previous studies. John Gilmour has agreed to chair and has assembled a committee to oversee the Fundraising Feasibility Study for the new museum. Mr. Osler noted that the first meeting of this committee was scheduled for June 18th.

Friends Society

The Chair noted that the Society will be mobilizing to make presentations and advocating for the new museum project. The Society's Annual General Meeting on June 6th will be followed by an open presentation of the exhibit concept by Juan Tanus of KEI Design. He reminded Commissioners to bring their memberships up to date and to invite people to the presentation.

7. ***OTHER BUSINESS***

There was no other business.

8. ***ADJOURNMENT***

The meeting was adjourned at 7:18 p.m. The next regular meeting is scheduled to take place on Thursday, June 21, 2013 at 5:30 p.m. in the Community History Centre Meeting Room.

ROBERT N. HEYWOOD, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary