

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

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PRESENT: COUNCILLOR PAM BOOKHAM (City)  
DOUGLAS COLBY  
ROBERT HEYWOOD (Chair and Friends Society Representative)  
COUNCILLOR ROBIN HICKS (District)  
SANFORD OSLER (Vice-Chair)  
SEPIDEH SARRAFPOUR  
BLAIR TROUSDELL  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary

REGRETS: DAN FRANCIS  
DEBORAH JACOBS  
MATTI POLYCHRONIS

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

The Chair called the meeting to order at 5:00 p.m. Councillor Bookham requested that an item entitled "Wartime Remembrances" be discussed under "Other Business" and noted that she would need to leave the meeting early to attend a civic function. The agenda was approved as amended.

2. **APPROVAL OF THE REGULAR MINUTES OF THE SEPTEMBER 22, 2011 MEETING**

Mr. Watt MOVED and Councillor Bookham SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on September 22, 2011 be approved as circulated.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

***Change of Meeting Time***

The Chair noted a request that had been made for a later meeting start time. After discussions about possible start times and change to the day of the regular meeting, Councillor Bookham MOVED and Mr. Watt SECONDED

THAT the starting time for the regular meetings of the North Vancouver Museum and Archives Commission be changed from 5:00 p.m. to 5:30 p.m. on the third Thursday of the month. Presentations and workshops will commence ahead of meetings at 5:00 p.m.

CARRIED UNANIMOUSLY.

***New Museum Update***

Ms Kirkpatrick had nothing to report. She noted that she had tried to contact City planners for an update but had not yet received a return call. Mr. Watt wondered whether the federal shipbuilding contract just awarded to Seaspan would have any impact on the development of the City's waterfront site. The Chair said that any changes would be reflected through the planning process.

Councillor Hicks suggested that a letter of congratulations be sent to Seaspan and that an invitation to meet the Commission be extended to the CEO. Discussion about the contents of the letter ensued, and it was decided that the Chair would draft and circulate a letter for comments. Councillor Bookham suggested that the Commission consider approaching individuals who had served on the National Maritime Centre Society, noting a mutual desire to ensure that North Vancouver's maritime heritage is preserved. Ms Kirkpatrick noted the considerable holdings in the Archives. It was determined that the concept for the waterfront site should be much more clearly defined before Seaspan executives are invited to meet the Commission.

Mr. Osler referred to the minutes of the September meeting and asked whether there had been any follow-up with respect to the Commission having a profile in the upcoming municipal election. Councillor Bookham noted that the municipal websites have links to information about the election and candidates. Ms Kirkpatrick reported that both municipal clerks had been contacted for information on how to provide information to individual candidates, but their response had not yet been received. Councillor Hicks reported that the District had held a meeting for new candidates the previous evening. The Chair noted that two members of the Friends Society's board of directors are candidates for municipal council positions. It was noted that several of the all candidates meetings are focused on particular topics with predetermined questions.

Councillor Bookham suggested that the three occupants of Presentation House might wish to host an event to enable the organizations to ask and respond to questions about cultural facilities and needs. This would require all candidates to familiarize themselves with the issues. The meeting would be similar to one hosted by the Recreation Commission on behalf of the sports community. Councillor Hicks noted that it could be difficult to arrange such a meeting now, given the number of all candidates meetings currently scheduled. He suggested that the Commission could do something informal (e.g., host a tea) or send information by email. Ms Kirkpatrick asked whether this should be focused on the arts in general, as she believed that the three organizations could probably mobilize supporters to attend a two-way question and answer/information session. Councillor Bookham suggested, as an alternative, the mailing out of a questionnaire regarding the arts that might induce candidates to take a look at the organizations occupying Presentation House. Ms Kirkpatrick felt that this could involve a lot of work and that it might be easier just to inform the candidates about the Museum and Archives, given the amount of time available.

Mr. Colby asked whether the Commission had a firm position with respect to locating the new museum on the waterfront that could be conveyed to prospective candidates. The Chair noted that no concrete proposals have been presented yet, but there is an assumption that the Commission is willing to have a museum on the waterfront, and would be willing to cohabit with another organization in the appropriate venue. He added that once options are known, there will be a significant public process before decisions are made. Mr. Colby asked whether it would be in the Commission's best interest to take a clear position and present that to candidates, noting that the Presentation House Gallery has clearly conveyed its needs.

Ms Kirkpatrick suggested that Commissioners advocate by saying that North Vancouver needs a new museum to replace the current inadequate facility, and that it has been seeking a new museum for twenty years. Commissioners should refer to the new vision, strategic plan and recent space needs study, but the message should clearly be that a new 20,000-23,000 square foot museum is needed soon, and Commissioners should attempt to find out where this falls on each candidate's list of priorities for North Vancouver over the next three years. Councillor Hicks cautioned that the opportunity to ask that type of question may not materialize at an all-candidates meeting, and that the Commission would be better off communicating directly with candidates at an event that it hosts. The Chair suggested that, as an alternative, a package be sent to all candidates and that a meeting be held with councillors after the election.

Mr. Osler offered to alert Commissioners about times and places of the all candidates meetings. After candidates have received their briefing packages, he suggested that Commissioners be willing to go to meetings to ask the candidates for their opinion. He noted that the press attends the all candidates meetings and candidates' responses would be a matter of record. Councillor Bookham cautioned Commissioners to attend as individuals rather than as representatives of a municipal commission.

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

Mr. Watt spoke to a report circulated at the meeting, which represented a rough draft of what he intends to submit to the City on behalf of the Commission. He noted that the Museum and Archives' presence in the District's Official Community Plan ("OCP") is a direct result of the initiative undertaken by Mr. Osler and Mr. Francis and their meetings with District planning staff.

Mr. Watt noted that he and Ms Kirkpatrick had met with Susanne Smith, City Planner responsible for the OCP process, several months ago, and ascertained that there is an opportunity for the Commission to have input into the process. The circulated draft is Mr. Watt's initial attempt to outline an "approach paper" to explore, at a meeting with Ms Smith, how the vision and need for a new facility might be included in the City's new OCP. Mr. Watt pointed out that the need for a new museum was set out in the City's September 1998 OCP. He asked Commissioners to provide their comments on and criticism of the draft document, and he undertook to ensure that the Commission does not miss the opportunity to pursue this with the City, and to arrange a further meeting with Ms Smith. He felt that this is a prime opportunity to articulate the Commission's new vision.

Councillor Bookham noted that the public can link to the City's OCP process via the City's website and that there will be two town hall meetings to discuss the OCP. She suggested that the Commission review the time line for the process (go to the link to "City Shaping" to get a sense of the process) and let that guide their actions accordingly. Mr. Watt said that while feedback was not extremely urgent, he would like to get things underway as early as reasonably possible. Ms Kirkpatrick asked Mr. Watt to provide an electronic version of the report for circulation to Commissioners.

### **5. OTHER BUSINESS**

Councillor Bookham spoke to a newspaper article circulated at the meeting entitled *Wartime Remembrances*. She noted an increasing number of attendees at Remembrance Day ceremonies and asked that the Museum and Archives ensure that they are doing everything possible to help preserve stories of wartime experiences, in the light of the dwindling number of World War II veterans. She asked whether the Archives had photographs of everyone whose name appears on the cenotaph, and suggested that consideration could be given to displaying these images in local businesses around Remembrance Day. She conceded that it was likely too late to pursue the matter for this year, but stated her belief that this should be part of the Commission's responsibility and community outreach. It would provide an opportunity to convey the value of the Museum and Archives to the community, enable personal connections to be made and generate goodwill.

The Chair asked whether there were any connections with the museum at Fell Armoury. Ms Kirkpatrick reported that the Six Field Regiment Museum representatives did a lot of research in the Archives. She also noted that this year's Oral History program had focused on Burrard Dry Dock and wartime shipbuilding stories. Interviewing veterans could form part of that program, but it was too late to generate anything for this Remembrance Day.

Mr. Watt suggested that Sharon Proctor might be approached to write about several veterans in the *Express*, using the articles to announce a long-term research project. Ms Kirkpatrick noted that Ms Proctor had been asked to write a section on North Vancouver's history for the website, and added that this would be translated into Farsi.

Mr. Osler reminded Commissioners that the Commission's mandate was limited to suggesting ideas; staff will figure out how and whether these ideas could work as programs.

Councillor Bookham and Ms Sarrafpour left the meeting.

#### 4. **REPORTS**

##### ***Director's Report***

Ms Kirkpatrick noted the following:

##### *New Acquisitions*

A few new acquisitions for the Archives were on display for Commissioners – a 1906 newspaper cover with a rare photograph of three Squamish chiefs in London, England, found on e-Bay, and two panoramic photos – one of Lower Lonsdale and the Wallace Shipyard, and the other showing an early scheme for a bridge over the second narrows. Both are in need of cleaning and the publicly-funded Canadian Conservation Institute has been asked to assist in this regard (they performed conservation work on several items in the Maisie Hurley collection).

##### *Exhibits*

- Work on the Ian Baxter& exhibit continues. It has been decided not to request that a civic honour be bestowed upon Baxter& at this time. Ms Kirkpatrick had been working with City Library board member Carole Badgley with respect to the Library's involvement.
- The *Made in BC: Home-grown Design* exhibit opens on November 26<sup>th</sup>. This exhibit, which covers 150 years of design history in BC, will be a riot of colour, design and interesting items, a lot of which is North Vancouver-based. Some new materials will be donated by North Vancouver furniture designer Brent Comber. He and Phil Nuytten are soon to be recognized with design awards. An open house to provide an opportunity to meet the exhibit's curators will take place at the end of January 2012.

##### *Grants*

The request to the BC Arts Council for a Capacity Building and Sustainability Grant for funds to implement recommendations from last year's marketing study was declined. Consideration is being given to hiring a university intern to work on the contact management database and an electronic newsletter.

##### *Facilities*

District staff will be recommending to Council a permissive tax exemption for the warehouse; this should reduce the budget each year by approximately \$15,000.

##### *Warehouse*

A discussion had been held with a City Planner regarding the new City Operations Centre. Ms Kirkpatrick had been led to believe that some space might be available but she would be confirming this with the Director of Facilities.

##### *Advocacy*

Two copies of the annual report for 2010 were provided for each Commissioner – one to keep and one to give away.

##### *Strategic Plan Update*

- Staff had undertaken a biannual review of the plan and added some measures and targets. Ms Kirkpatrick hopes to involve staff in a self-assessment exercise at the next monthly staff meeting based on an organizational self-assessment checklist created for the National Endowment for the Arts, a US federal agency. This fits in with measures underway at the District, which is undergoing organizational change orchestrated by the Chief Administrative Officer; the process involves asking staff for input on how change might be implemented.
- North Vancouver Museum has been asked to participate on the organizing committee for a conference on "Museums and Communities" sponsored by the International Council of Museums in November 2012. This will provide an opportunity to meet with peers from around the world.

Mr. Osler thanked Ms Kirkpatrick for the Strategic Plan update and commended her for going forward on measures and targets. He asked whether the marketing plan had been submitted to the Community Engagement committee and/or the Friends Society. Ms Kirkpatrick noted that the marketing plan was being integrated at various levels, but that a contact management system needed to be implemented.

With respect to the Commission looking for strategic partners, Mr. Osler noted that the District Library was a natural fit. He asked whether the Museum and Archives was doing anything to seek high level connections. Ms Kirkpatrick noted that she has spoken with the Head of the Library Board about holding a joint board meeting. Councillor Hicks said that he has spoken to Director of Library Services, Heather Scoular, and commented that there is room in the Library for exhibits; he noted that the Library's Friends Society is also in the process of rejuvenating itself. Ms Kirkpatrick responded that she was seeking opportunities to collaborate, noting that some of the projects in next year's Heritage Fair will be on display in the Library. Mr. Osler suggested that the cross promotion of the municipal Libraries' and the Museum and Archives' programs could be undertaken.

Mr. Osler noted under Item #5 of the Strategic Plan an action item to meet annually with the municipal mayors and chief executive officers to provide a governance update, and asked whether there were any plans to do this. Ms Kirkpatrick noted that, as meetings have recently been held with both municipalities around the new museum, she believed that it probably was unnecessary to meet again this year. She added that a copy of the Strategic Plan had been provided to all municipal councillors.

Councillor Hicks noted that the Library Board has dinner with the District Council each year, outside of the budget process, in order to be brought up to date. He felt that it would be beneficial for the Commission to do something similar, for example, a tour of the building followed by a catered meeting. Ms Kirkpatrick suggested that this be discussed at a Governance Committee meeting.

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

Ms Kirkpatrick noted the following:

- Assistant Director Shirley Sutherland has met with the team organizing celebrations for the 100<sup>th</sup> Lynn Valley Day in 2012. A youth team has been established by NVMA's programming staff and it is hoped that they will be involved in some way.
- Docent training has commenced, with several new docents starting this year.
- The final Squamish-based school programs are being presented. Staff members are working with a First Nations artist who is making materials for an artifact kit that will be available in the fall of 2012.
- There will be a "Shipyard Sal" waterfront walking tour on Remembrance Day.

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

Mr. Osler spoke to the report that was circulated with the meeting package. The committee proposes a 6-point selection process for new commissioners, as outlined in that document, with the Governance Committee taking the lead. Mr. Osler MOVED and Mr. Watt SECONDED

THAT the "NVMA Commissioner Selection Process" described in the minutes of the meeting of the Governance Committee of the North Vancouver Museum & Archives Commission dated September 7, 2011 be approved.

Councillor Hicks asked whether candidates would normally come forward through municipal advertisements, with applications forwarded to the board for review, and whether the Commission would independently recruit candidates. Mr. Osler confirmed that the Commission intends to directly seek candidates (who would be advised of the municipal process), and would consider them along with all others who applied through the municipal process.

CARRIED UNANIMOUSLY.

Mr. Osler noted that the Governance Committee had concluded that, rather than staff or committees bringing matters forward for discussion by the entire Commission, it was preferable that the director and the committees discuss matters and bring recommendations to the Commission. Commissioners agreed that the quality of the decision was superior under this model and that it should be followed whenever possible.

***Special Committee on Community Engagement***

In Ms Polychronis' absence, the Chair noted that there was nothing to report.

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

In Mr. Francis' absence, the Chair noted that there was nothing to report.

***Special Committee on Facilities***

In Mr. Francis' absence, the Chair noted that there was nothing to report.

***Friends Society***

The Chair noted that the board has one new director, Gavin Marshall, a lawyer who lives in Lynn Valley. The board is seeking two or three other new directors and is hoping that someone from the Lower Lonsdale Business Association will step forward. The resolution amending the Society's bylaws to enable a board of between 5 and 12 directors has been registered, and the board is optimistic that this will lead to a new level of vitality.

5. ***OTHER BUSINESS (Cont'd)***

Councillor Hicks noted that the United Church (situated across Mountain Highway from Veterans Community Plaza and the Community History Centre) has plans to rebuild and will be looking for a temporary location in which to hold church ceremonies. He wondered whether there were any serious objections to the CHC Meeting Room being used for this purpose. Ms Kirkpatrick stated that she would welcome this, however, there was no way around building security issues, which required that a staff member be present when there are meetings. Councillor Hicks said he would follow up on this matter with Jan Manaton.

6. ***ADJOURNMENT***

The meeting was adjourned at 6:41 p.m. The next regular meeting is scheduled to take place on Thursday, October 20, 2011 at 5:30 p.m. (note new start time) in the Community History Centre Meeting Room.

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ROBERT HEYWOOD, Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

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