

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON SEPTEMBER 20, 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  
CATHARINE DOWNES  
COUNCILLOR ROBIN HICKS (District)  
SANFORD OSLER (Vice-Chair)  
MATTI POLYCHRONIS  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary

REGRETS: DAN FRANCIS  
ROBERT HEYWOOD (Chair and Friends Society Representative)  
SEPIDEH SARRAFPOUR  
ROBERT WATT

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

The Vice-Chair called the meeting to order at 5:53 p.m. The agenda was unanimously approved as circulated, on a motion by Councillor Bell, seconded by Mr. Colby.

2. **COLLECTION CLEAN-UP PROGRESS REPORT**

Ms Kirkpatrick referred to the presentation by Collections Manager Magdalena Moore that preceded the business portion of the meeting. Ms Kirkpatrick spoke to the Collection Clean-Up Progress Report #1 that was circulated with the meeting package, noting that, after review by the Commission, this report would be forwarded to both City and District Councils. Quarterly reports on the project will be provided. Revisions to the report were discussed.

ACTION: The following additions should be incorporated into this and future reports:

- Time frames for processing items.
- Percentage of tasks completed.
- An indication of progress to date compared with forecast.
- Graph to provide visual context.
- Estimate of total number of objects remaining to be processed.

It was also suggested that this particular submission explain that the artifact processing rate will increase as smaller items are processed.

Councillor Bell MOVED and Ms Downes SECONDED

THAT the report entitled "Collection Clean Up Project Report #1" dated September 14, 2012 be received; AND THAT the requested amendments be incorporated; AND THAT the revised report be submitted to the Councils of the City and the District of North Vancouver for information.

CARRIED UNANIMOUSLY.

3. **REQUEST FOR LEAVE**

The Vice-Chair noted that Robert Watt had asked for permission to miss a fourth consecutive meeting, as he is out of town. Mr. Watt had apologized and noted that he anticipated being readily

available for future meetings. The Vice-Chair also reported that Sepideh Sarrafpour had planned to attend the September meeting but was unwell. As this was the third consecutive meeting that she had missed, Ms Sarrafpour had also requested leave of the Commission. Mr. Colby MOVED and Ms Downes SECONDED

THAT permission be granted to Robert Watt to miss a fourth consecutive Commission meeting; AND THAT permission be granted to Sepideh Sarrafpour to miss a third consecutive meeting.

CARRIED UNANIMOUSLY.

4. **APPROVAL OF THE MINUTES OF JULY 19, 2012 REGULAR MEETING**  
Councillor Bell MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on July 19, 2012 be approved.

CARRIED UNANIMOUSLY.

**APPROVAL OF THE AMENDED MINUTES OF JUNE 21, 2012 MEETING**

The Vice-Chair noted that the June 21, 2012 minutes reported an incorrect date in the motion approving the May 17, 2012 regular and in-camera minutes – both clauses wrongly referred to meetings held on April 19, 2012. Mr. Colby MOVED and Ms Downes SECONDED

THAT Item 2 of the Minutes of the June 21, 2012 Regular Meeting be amended to read as follows: “THAT the Minutes of the In-Camera Meeting of the Commission held on May 17, 2012 be approved; AND THAT the Minutes of the Regular Meeting of the Commission held on May 17, 2012 be approved.”

CARRIED UNANIMOUSLY.

Councillor Hicks MOVED and Councillor Bell SECONDED

THAT the amended Minutes of the June 21, 2012 Commission Meeting be approved.

CARRIED UNANIMOUSLY.

5. **MATTERS ARISING**

**Commission Vacancy**

Councillor Bell reported that a City resident had confirmed his interest in joining the Commission and will be recommended to City Council.

**New Museum Update**

• **Project Oversight**

The Vice-Chair spoke to Ms Kirkpatrick’s September 17, 2012 report entitled “New Museum Project Oversight” circulated with the meeting package. The Governance Committee recommends that Special Committees of the Commission be temporarily dissolved and replaced by two new temporary oversight committees – the “Exhibit Planning Committee” and the “Business Planning Committee” – which will make recommendations to the Commission with respect to the new museum. The committees will report to the Commission, where concerns regarding any overlapping interests can be articulated. Members of both committees will include staff, key representatives from the City and the District, and experts.

The Exhibit Planning Committee will refine the Request for Proposals, evaluate submissions and select from the bidders, meet with the successful candidate and oversee the process. The Business Planning Committee will oversee a credible financial feasibility study by assessing proponent’s bids, appointing and working with the successful proponent, challenging their findings and studying the report. There are no restrictions in the Request for Proposal on

revenue sourcing and the Business Plan is to identify funding gaps and inform a Fundraising Feasibility Study to take place in the new year. A local businessperson is being sought for this committee as a second outside expert.

**ACTION:** Commissioners are requested to forward names of prospective individuals with business expertise who may be interested in joining the Business Planning Committee. A person known to Councillor Bell has been approached and, in the absence of other suggested names, was felt to be appropriate. Ms Kirkpatrick will inform Councillor Bell if no other individuals are recommended, and either the Chair or Councillor Bell will extend an invitation to him to join the committee.

Ms Polychronis **MOVED** and Ms Downes **SECONDED**

THAT the North Vancouver Museum & Archives Commission approves the temporary dissolution of three special committees of the Commission (Programs and Collections; Community Engagement and Facilities Planning) and creates, in their place, two new temporary special committees (Exhibit Planning and Business Planning) to provide oversight of the new museum project from now through early 2013.

CARRIED UNANIMOUSLY.

- **Requests for Proposal**

Ms Kirkpatrick proposed meeting dates to review the proposals and determine the successful proponents. She noted that amendments to the Requests for Proposal had been posted on the City's website in response to vendor questions.

- **Steps for Rebranding**

Ms Downes proposed that this matter be discussed as part of the Friends Society report.

**City Museum Conference Registration**

The Vice-Chair confirmed that Commissioners Watt, Polychronis, Downes, Hicks and Bell would all be attending the conference and will provide their reports at the November Commission meeting.

**ACTION:** Ms Kirkpatrick to recommend sessions for registrants to attend.

6. **APPROVAL OF 2013 BUDGET**

The Vice-Chair noted that the Governance Committee had met with Ms Kirkpatrick and Ms Manaton to review in detail the proposed budget and the contents of a background memorandum prepared by Ms Manaton that was circulated with the meeting package, and was recommending adoption of the 2013 budget. Ms Kirkpatrick noted that municipal grants will reduce as a result of the District providing permissive tax exemption for the warehouse. She also pointed out that, in order to meet a condition of the Collections Clean-Up Project, some staff would be reassigned to that project and their time had been reallocated to different areas of the budget. The museum's closure to drop-in visitors in 2013 will result in reduced donation revenue. School programs and booked tours will still take place. The Vice-Chair noted that the projected deficit for 2012 is expected to take the Operating Reserve to below \$100,000. The Vice-Chair also noted that the 2013 budget included additional funds to cover costs of a light meal at Commission meetings, to bring it into line with other commissions and committees that are provided with food at meetings.

**ACTION:** Food orders will be submitted on Tuesday mornings and anyone wishing to be fed at a Commission meeting must so indicate and confirm their attendance by the end of the day on the Monday before the meeting.

Councillor Bell **MOVED** and Councillor Hicks **SECONDED**

THAT the proposed North Vancouver Museum & Archives Commission budget for 2013 be approved for submission to the BC Arts Council and to municipal partners.

CARRIED UNANIMOUSLY.

## 7. **REPORTS**

### ***Governance Committee***

The Vice-Chair circulated and spoke to the minutes of the September 19, 2012 meeting of the committee. The Committee recommends that the Commission's Mission be revised to recognize the importance of attracting visitors to the planned new museum. Councillor Hicks MOVED and Ms Polychronis SECONDED

THAT the North Vancouver Museum & Archives Commission's Mission be revised to read "We engage, strengthen and inspire our community and its visitors by exploring history, connecting people and sharing ideas."

CARRIED UNANIMOUSLY.

ACTION: Ms Kirkpatrick to provide an update of progress in implementing the Strategic Plan at the November Commission meeting.

The Vice-Chair noted that it was unclear whether staff would be entitled to the new BC Family Day Statutory Holiday.

ACTION: Ms Kirkpatrick to confirm whether Commission staff falls under the jurisdiction of the Employment Standards Act, which requires that staff be entitled to all statutory holidays.

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

Ms Kirkpatrick noted that staff had been extremely busy with the process around the Requests for Proposal for the new museum, grant applications for the Diversifying History project, developing budget and program plans for 2013, and the Report to Council on the Collections Clean-Up Project.

ACTION: The BC Arts Council narrative will be provided in the next Commission meeting package.

Ms Kirkpatrick reported that she had been invited to sit on peer juries for the BC Arts Council Capacity and Sustainability Grant and the provincial Multicultural Grant but had regretfully declined the opportunity because of current workload.

### ***Museum & Archives Operations***

Ms Kirkpatrick noted that school programs being launched this fall include a variety of offerings – in the museum, in the classroom, on-line, and take-away kits. No downturn in participation is anticipated in 2013. The new School Program brochure was circulated.

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

Ms Polychronis had nothing to report.

### ***Special Committee on Facilities Planning***

The Vice-Chair noted that minutes of the committee's July 19, 2012 meeting had been circulated with the meeting package.

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

The Vice-Chair noted that the committee had met to complete the first step of the exhibit planning process and had reviewed the Request for Proposals document. Minutes of that meeting held on August 16, 2012 were included in the meeting package.

### ***Friends Society***

Ms Polychronis noted that Ms Downes had given a presentation on branding at a special meeting of the board, which was followed by a branding brainstorming session. People with experience in fundraising had also attended the meeting. Notes from that meeting will be circulated. The Society

will be selling new memberships and including a letter in the next issue of the *Express* actively soliciting donations in order to meet fundraising expectations for the year.

*Steps for Rebranding*

Ms Downes circulated a document at the meeting that outlines the process for developing a brand. A workshop is contemplated in order to gather information for a branding consultant. This will be confirmed in October and information will be consolidated and shared with the Commission. There will be a need for a Museum and Archives Branding Project Team, possibly after or concurrent with the fundraising feasibility study that will follow the current exhibit overview and business plan studies, but the Commission does not need to do anything in this regard at present.

8. **OTHER BUSINESS**

Ms Kirkpatrick asked for volunteers to work with staff at the Lower Lonsdale Fall Festival at Lonsdale Quay on Sunday, September 30<sup>th</sup>.

9. **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. The next regular meeting is scheduled to take place on Thursday, October 18, 2012 at 5:30 p.m. in the Community History Centre Meeting Room.

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SANFORD OSLER, Vice-Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

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