

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON MARCH 20, 2014
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
VICTOR ELDERTON
DON EVANS (Vice-Chair)
ROBERT HEYWOOD (Friends Society Representative)
SANFORD OSLER (Chair)
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR ROBIN HICKS (District)

1. **CALL TO ORDER.**
The Chair called the meeting to order at 5:30. The agenda was unanimously approved on a motion by Mr. Evans, seconded by Ms Downes.

2. **APPROVAL OF MINUTES OF THE REGULAR AND IN-CAMERA SESSIONS OF MEETING HELD ON JANUARY 16, 2014**

The Chair noted an error in both minutes; former Commissioner Dan Francis to be removed from the list of attendees.

Mr. Heywood MOVED and Mr. Watt SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on January 16, 2014 be approved as amended.

CARRIED UNANIMOUSLY.

Mr. Colby MOVED and Mr. Evans SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on January 16, 2014 be approved as amended.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

Letter to MP Andrew Saxton

Ms Kirkpatrick noted that a letter had been sent to MP Saxton advising him of Mr. Watt's meeting with the Prime Minister, updating him on new museum planning, and noting her meeting with the

Department of Canadian Heritage. A response had not yet been received from the MP. Mr. Heywood and Mr. Evans will be seeking a meeting with MP Saxton to which Mr. Watt will be invited.

The Chair noted that a copy of the Prime Minister's response to Mr. Watt's letter had been circulated to Commissioners.

District of North Vancouver Council Motion

The Chair reported that he had emailed the District Mayor and Council to call their attention to the need for a motion by the District in support of the new museum prior to the commencement of the Fundraising Feasibility Study. District Council had discussed the matter at its January 27, 2014 meeting and a confidential letter advising the motion passed was circulated with the meeting package. It is the Commission's intention to meet the conditions outlined therein.

Ms Kirkpatrick noted that she had met with David Stuart, the District CAO, and Charlene Grant, newly-appointed Director of Corporate Affairs responsible for liaison with the NVMAC. The matter of incorporating museum displays in District buildings was discussed.

ACTION: Ms Kirkpatrick to provide a report on how NVMAC will meet the District's condition that the museum's collection be displayed and presented in District buildings.

NVMAC Application for Qualified Donee ("QD") Status

Ms Kirkpatrick noted that she and Councillor Bell had met with Ben Themens, the City's new Director of Finance, and Barbara Pearce, the City's Director, Special Projects. At this time, the City does not have the staffing resources to assist with the application for QD status for NVMAC. The matter was also seen to be more of a legal than accounting matter. Ms Kirkpatrick has contacted Margaret Mason of Bull Housser Tupper to seek an estimate of cost for that firm to assist. Discussion ensued about the merits of obtaining legal assistance in this matter. It was felt that the application should be completed by someone with experience rather than risking errors that could slow down the process, as QD status would need to be in place prior to the launch of the fundraising campaign, anticipated to take place in June. The cost would be covered by funds available for the campaign. Mr. Heywood MOVED and Mr. Colby SECONDED

THAT Bull Housser Tupper be engaged to seek Qualified Donee status for the North Vancouver Museum & Archives Commission as soon as possible.

CARRIED UNANIMOUSLY.

ACTION: Ms Kirkpatrick to engage Bull Housser Tupper and to confirm the likely timeframe for the process of obtaining QD status.

Roger Brooks' Presentation to City Council

The Chair noted that he, along with Ms Kirkpatrick and Mr. Heywood, had attended the presentation. He commented briefly on the content of Mr. Brooks' presentation and noted that Mr. Brooks had hoped to bring an action plan to Council by mid-March. Aspects of the site, from the NVMAC's perspective, included the need to reflect the community's shipbuilding heritage, and aboriginal and community ties with the waterfront. Consistent opening hours that would see all organizations and merchants open until 9:00pm is another factor. Mr. Brooks is positive about the new museum in the Pipe Shop provided it stays open beyond 6:00pm. Ms Kirkpatrick stated that it would be important to see more detail on the build-out schedule. It is conceivable that the new museum would open ahead of the rest of the site, and this would impact the first few years of operation. Some commissioners suggested that there has been some negative public reaction to

the plan and the lack of clarity around whether it will be a destination for tourists or a place intended for North Vancouver citizens. Councillor Bell stated that it was uncertain that a decision regarding the Brooks' vision for the waterfront would be made quickly, but did confirm the City's expectation that museum open hours would correspond to those for other entities on the site.

Commission Donations

The Chair noted the Giving Policy that contemplated annual giving by Commissioners and Friends Society board members. Ms Manaton had been requested to track donations and she reported on the percentage of Commissioners who had donated to date. The various methods by which donations could be made were outlined.

Confidentiality Policy

The Chair stated that all Commissioners were required to sign a confidentiality agreement, and circulated sheets for signature. In responding to a comment that the municipalities require this from Commissioners when appointed, the Chair noted that this additional document was intended to meet the requirements of the Donors Bill of Rights adopted at the January 2014 meeting.

4. REPORTS FOR APPROVAL

Draft City of North Vancouver Official Community Plan ("OCP")

Mr. Watt spoke to Ms Kirkpatrick's report, circulated with the meeting package, which referred to a suggestion made by City Planner Suzanne Smith that the Commission pass a motion requesting the City to enshrine more robust language in the OCP. The recommended motion proposes an addition to existing language and three new bullet points and is reflective of the NVMAC's mission and the new museum project. Mr. Watt MOVED and Ms Downes SECONDED

THAT the NVMA Commission approves and endorses the following wording for addition to the City's Official Community Plan:

- In Chapter 7 (Arts, Culture and Heritage) add four words to the heading for Goal 7.4.3. (additional words in bold):
RESPECT AND PRESERVE THE CITY'S HISTORY BY MAINTAINING AND ENHANCING CONNECTIONS TO THE PAST;
and
- Add three new objectives under this goal:
 - Support preservation and public access to municipally-owned cultural, archival, and museum collections that facilitate learning about our past, present, and future.
 - Support programs and services that engage the community and encourage people to understand and appreciate the City's distinctive history.
 - Support public facilities that connect people from different areas, groups and generations and allow them to learn about each other and explore ideas together;

AND THAT the NVMA Commission asks for a copy of this motion to be forwarded for consideration to the Manager, Community and Long-Range Planning, and the Mayor and Council of the City of North Vancouver.

CARRIED UNANIMOUSLY.

Capital Campaign Cabinet (“CCC”) Terms of Reference

Mr. Evans noted that, working with the Governance Committee, he had drafted the Terms of Reference for the cabinet that were circulated with the meeting package. Mr. Evans confirmed that he was prepared to work within these Terms of Reference. Mr. Evans MOVED and Mr. Heywood SECONDED

THAT the Terms of Reference for the Capital Campaign Cabinet be adopted as circulated.

CARRIED UNANIMOUSLY.

The Chair noted that the Commission will exercise oversight over the CCC as follows:

- the Commission will ratify all members of the CCC;
- the CCC will present a planned budget to the Commission for approval; and
- the CCC will report at least quarterly to the Commission on progress meeting the fundraising plan.

5. **REPORTS**

Director’s Report

NorthVan125 Project

Ms Kirkpatrick spoke to the report circulated with the meeting package. She noted that the District of North Vancouver was very interested in and supportive of this project, and had indicated that funds may be available to assist with the book component. The letter of intent submitted to the Vancouver Foundation had not been successful, as NVMAC was not invited to submit a grant application. The Department of Canadian Heritage’s *Community Anniversaries Program* requires an event; this had been discussed with David Stuart and Charlene Grant. Ms Kirkpatrick asked Commissioners to suggest possible sources of private funding (e.g., real estate agents) and noted that she will be looking for other grant opportunities.

Walter Draycott’s Chronicle of the Great War

Ms Kirkpatrick spoke to the report circulated with the meeting package. She noted that suggestions to animate the website made at the Commission’s January meeting had resulted in a meeting with a professional actor who was also a museum interpreter, who in turn had contacted the principal of a professional media company based in Deep Cove. It is hoped that funding can be obtained to cover the costs of recording voice-over narration which would make the project significantly more expensive. An application has been submitted via the Friends Society to the Koerner Foundation and letters of enquiry will be sent to other foundations. An application to Veterans Affairs Canada through its *Community Engagement Program* will be submitted by NVMA. There will also be many opportunities for web recognition and sponsors will be sought. Commissioners were asked to forward ideas to Ms Kirkpatrick.

Ms Kirkpatrick reported that Archivist Janet Turner will be attending a symposium in Victoria on the Great War that may bring about some cooperative partnership opportunities.

BC Arts Council Grant – Jury Remarks

Ms Kirkpatrick noted that the BC Arts Council had increased the operating grant to \$30,000 from \$23,600, which indicates a vote of confidence in the organization. She called attention to the complimentary jury notes on the last page of the letter that was circulated with the meeting package.

Museum & Archives Operations

Assistant Director Shirley Sutherland had provided a summary of recent NVMA activities and Ms Kirkpatrick noted the following:

- The *haft seen* – or traditional Persian new year – display in the Community History Centre lobby was put together by NVMA’s Canadian-Iranian Committee. This was the first year for the display and the committee was very pleased that they were invited to do this. A label explains the symbolic importance of the individual elements.
- There is a new case on the ground floor of City Hall off the 13th Street entrance. Assistance was provided by Juan Tanus of KEI Space. The display, about social life and culture at Burrard Dry Dock, represents a step up in quality.
- A changing display at the City Library asks viewers to choose what artifacts in the collection to keep as a way of engaging people and finding out what is important to the community. Images are also posted on Facebook.
- Several staff members have been trained in social media postings and there is a lot of activity on Facebook and Twitter.
- The new website is still under construction – it is taking longer than anticipated to build the rebranded site.
- The Sea-to-Sky Regional Heritage Fair is being held on May 9. Registration has increased over last year. Andrew Hildred, a former Programs Assistant, has returned as coordinator and is seeking chaperones for student groups. Teachers have also requested judges for fairs held in the schools and additional judges are also being sought to meet the demand. Commissioners were asked to suggest to Shirley Sutherland or Jan Manaton the names of anyone they felt might be interested in being a chaperone or judge; requirements are an interest in history and children, and availability Wednesday through Friday during the day.
- The display at the Vancouver International Mountain Film Festival, as suggested by Councillor Hicks, was met with interest. A brochure promoting the North Vancouver Archives as a centre of excellence for mountaineering information was produced to get the word out about its holdings.
- *North Shore News* asked to be a sponsor of the Friends Society’s *Treasures in the Attic* fundraiser at Lynn Valley Mall on April 26th. Two additional appraisers have been engaged. Ms Kirkpatrick circulated the promotional rack card and encouraged anyone interested to pre-register.

Governance Committee

The Chair spoke to the March 11, 2014 minutes circulated with the meeting package. Ms Kirkpatrick had contacted the City with respect to obtaining an independent review of the Business Case for the new museum and been advised that someone had been identified to carry this out. Ms Kirkpatrick will assist Barbara Pearce in drafting terms of reference. Ms Kirkpatrick had also been advised to review the operating budget from the standpoint of the new museum “being an island”. This is in process. The Chair noted that the review of the Business Case should be ready in May when the Fundraising Feasibility Study is presented to Council.

Campaign Cabinet

Mr. Evans reported that the cabinet has two focusses at the moment – awareness and the Fundraising Feasibility Study. New rack cards have been produced that provide a simple overview of the new museum. Mr. Evans noted that the feasibility study is now active; a shortlist has been created and interviews are being arranged. According to the contractor, the acceptance rate for interviews has been very high but availability was slowing down due to spring break. The study will help structure fundraising targets and planning and may introduce the Commission to individuals who can provide connections. Mr. Evans mentioned that he hoped to bring to the next Commission meeting the names of several new individuals for vetting as members of the Capital Campaign Cabinet.

Mr. Evans reported that a presentation had been made to the Rotary Club of Vancouver. The reaction was overwhelmingly positive both to the presentation and to the NVMAC's table at the recent North Vancouver Chamber of Commerce Trade Show. He also noted that he hoped to make a presentation to the Probus Club of the North Shore in the near future. Mr. Evans noted that the Fundraising Feasibility Study would be presented to the Commission at its April meeting, which takes place on April 24, and to City Council on May 12.

Mr. Heywood noted that the anticipated meeting with MP Andrew Saxton to seek his agreement to work with the NVMAC to attract funding and support to the project would be timely.

Friends Society Report

Ms Polychronis noted that the Society had been concentrating on the *Treasures in the Attic* event; she will be assisting with a press release. Commissioners were asked to consider volunteering at the event to promote the new museum.

6. OTHER BUSINESS

- Mr. Heywood noted that the next meeting should include an agenda item on the warehouse lease.
- Commissioners were reminded by the Chair of the importance of meeting quorum at the April 24 meeting.

7. ADJOURNMENT

The meeting was adjourned at 7:20 p.m. The next regular meeting is scheduled to take place on Thursday, APRIL 24 at 5:30 p.m. in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary