



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** April 16, 2018  
**From:** Jane Fernyhough **File:** 11-7000-01/2018-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** **Richmond Museum Society Board**

### Staff Recommendation

That the report titled "Richmond Museum Society Board," dated April 16, 2018, from the Director, Arts, Culture and Heritage Services, be received for information.

Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att.1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

In November 2017, Council requested that staff review the purposes and role of the Richmond Museum Society Board. This report is a response to this request.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*2.4. Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*5.2. Strengthened strategic partnerships that help advance City priorities.*

### Analysis

The Richmond Museum Society (Society) was incorporated as a not-for-profit society in 1999. Its mandate is "To provide advice, expertise, and community input for policy directives for the operation of the Richmond Museum, its collections, exhibitions, programs, and facilities."

The purposes of the Society as stated in its constitution and bylaws are:

- a) To establish policy directives for the operation of the Richmond Museum, its collections, exhibitions, programs and facilities;*
- b) To acquire by purchase, gift, bequest, trust agreement, contract or otherwise, artifacts on behalf of the City of Richmond;*
- c) To develop and promote Richmond Museum exhibitions and programs with the City of Richmond;*
- d) To create and maintain a community support base known as "Friends of the Richmond Museum Society"; and*
- e) To participate as an integral part of the Richmond-wide heritage program, to ensure a coordinated approach to preserving and presenting the heritage of Richmond, by creating and maintaining a Richmond Museum Society Heritage Advisory Committee. The Advisory Committee will consist of the chairs (or designates) from the Britannia Heritage Shipyard Society, Gulf of Georgia Cannery Society, London Heritage Farm Society, Steveston Historical Society, Richmond Heritage Commission and the Richmond Museum Society.*

The Richmond Museum Society collaborates with the City to develop and deliver a number of programs and services including:

- *Doors Open Richmond*, a city-wide event attended by over 16,000 visitors;
- The *Richmond Regional Heritage Fair*, in 2017 over 400 students presented their Canadian history projects to the public both at the Heritage Fair and at Canada 150 events throughout the City;

- The Richmond Museum's program of annual exhibits both on and off-site;
- Marketing and communication for the museum and its programs, including maintaining an active social media presence;
- School programs - over 3,000 students participate in the school programs annually;
- Programs for children and families including spring and summer camps;
- Annual oral history program; and
- Coordination of the annual British Columbia Arts Council Grant and other grant programs.

The Richmond Museum Society is an independent not-for-profit organization operating under the British Columbia Societies Act. As such, there is no Council approved terms of reference for the Society Board. The Society is governed by its own Constitution and Bylaws, and Council appointments to the Board are made at the request of the Society as detailed in the organization's bylaws (Attachment 1).

The original board composition as outlined in the Society's constitution and bylaws consisted of four members appointed by Council and a representative from each of the following five groups: Britannia Heritage Shipyard Society, Gulf of Georgia Cannery Society, London Heritage Farm Society, Richmond Farmer's Institute, and Steveston Historical Society.

The board composition was structured to allow for input from the heritage sites to the Richmond Museum. As Richmond Museum services grew, the Society board composition shifted to accommodate the change and in 2006, the Society amended their constitution and bylaws to include two additional appointments from Council, five additional board members elected from the community at large and a representative from each of the five groups for a total of sixteen board members. The Society also established a "Friends of the Richmond Museum" category of membership to build community support.

In April 2014, the Society amended their constitution to reflect their focus on the Richmond Museum and its services. Board composition was changed to consist of a maximum of thirteen members whose focus is on the operations of the Richmond Museum. Of the 13 members, up to six are appointed by Council and the remaining seven are elected from the community at large.

The Society Nominations Committee looks for prospective board members who are representative of the diversity of the community, are committed to the Museum's vision to "make the history of Richmond relevant, engaging and accessible", bring a certain skill set or expertise to the Board, and can commit to regular and consistent attendance at meetings. Appointments are made for a 2-year term and are staggered to provide continuity to the Board.

The Richmond Museum Society is committed to the larger heritage community and as such has created the Richmond Museum Society Heritage Advisory Committee. The Advisory Committee consists of the chairs (or designates) from the Britannia Heritage Shipyard Society, Gulf of Georgia Cannery Society, London Heritage Farm Society, Steveston Historical Society, Richmond Heritage Commission and the Richmond Museum Society.

Additionally, both staff and board members are involved in a variety of projects that keep the Richmond Museum connected with the heritage sites. These include the City-Wide Collections Committee, the Educational Programs Committee and various projects and events, including the Richmond Heritage Fair.

**Financial Impact**

None.

**Conclusion**

The purposes of the Society and its current board composition effectively serves Richmond residents by supporting the mandate of the Richmond Museum “To provide advice, expertise, and community input for policy directives for the operation of the Richmond Museum, its collections, exhibitions, programs, and facilities.” Council appointments to the Society Board are made at the request of the Society as reflected in its bylaws. The Society Board is not a Council appointed advisory committee and as such does not have a Council approved Terms of Reference.



Marie Fenwick  
Manager, Museum and Heritage Services  
(604-247-8330)

Att. 1: Excerpts from Richmond Museum Society Constitution and Bylaws

Excerpts from Richmond Museum Society Constitution and Bylaws

**Constitution**

The purposes of the Society are:

- f) To establish policy directives for the operation of the Richmond Museum, its collections, exhibitions, programs and facilities;
- g) To acquire by purchase, gift, bequest, trust agreement, contract or otherwise, artifacts on behalf of the City of Richmond;
- h) To develop and promote Richmond Museum exhibitions and programs with the City of Richmond;
- i) To create and maintain a community support base known as “Friends of the Richmond Museum Society”; and
- j) To participate as an integral part of the Richmond-wide heritage program, to ensure a coordinated approach to preserving and presenting the heritage of Richmond, by creating and maintaining a Richmond Museum Society Heritage Advisory Committee. The Advisory Committee will consist of the chairs (or designates) from the Britannia Heritage Shipyard Society, Gulf of Georgia Cannery Society, London Heritage Farm Society, Steveston Historical Society, Richmond Heritage Commission and the Richmond Museum Society.

**Part 5 - Directors and Officers**

- 2. The number of Directors shall be determined by the Richmond Museum Society Board, with total number not to exceed thirteen (13).
- 3. The Directors shall consist of up to thirteen (13) members, up to six (6) of which are appointed by Richmond City Council and up to seven (7) of which are elected from the community at large.