

May 16, 2023

Kathryn Hamer  
President, Board of Directors  
**New Brunswick Museum**  
277 Douglas Ave.  
Saint John, New Brunswick E2K 1E5

Kathryn Hamer:

In our roles, we are entrusted to provide the province with the absolute best service possible. It is a privilege that we each share, and it is at the core of what we do and why we are here.

This letter provides an updated overview of your responsibilities for the year ahead, and I look forward to all that we can accomplish together with our shared vision and purpose.

As a Crown body under the [Accountability and Continuous Improvement Act](#), I expect you and your board to apply sound governance principles guided by effective strategy and deliver on your mandate.

As government, we are dedicated to ensuring the needs of residents are put first. Guiding us in our work is a collective focus on our overall priorities, including:

- energized private sector;
- vibrant and sustainable communities;
- affordable, responsive and high-performing organization;
- dependable public health care;
- world-class education; and,
- environment.

It is government's expectation that the New Brunswick Museum work through the Department of Aboriginal Affairs for advice and support on the Crown's Duty to Consult obligations throughout all initiatives.



Through your leadership as Chairperson, I expect the Board to deliver upon the priority areas outlined below:

Priority Areas	Expected Result / Outcome	Timeline
<p>Regeneration Through New Facilities</p>	<p>Strategic Plan Pillar I: Regeneration through new facilities</p> <p>Advance Phase Two, Capital Project (Facilities renewal)</p> <ul style="list-style-type: none"> <li>• Select the site for a new building (based on defined criteria)</li> <li>• Select a project manager for the next phase</li> <li>• Develop project budget</li> <li>• Develop and implement engagement plans with stakeholders and partners, including governments and Indigenous partners</li> <li>• Engage with New Brunswick Museum Foundation to develop and support the capital campaign plan</li> <li>• Enhance communications capability in support of fund-raising</li> </ul>	<p>August 31, 2023</p> <p>September 30, 2023</p> <p>September 30, 2023</p> <p>January 31, 2024</p> <p>September 30, 2023</p> <p>August 30, 2023</p>
<p>Viable and Sustainable NBM-MNB</p>	<p>Strategic Plan, Pillar III: Viable and Sustainable NBM-MNB</p> <ul style="list-style-type: none"> <li>• Map resources required to support the capital project (those not included in current funding agreements), especially in communications and accounting</li> <li>• Complete collections move to Lancaster Ave. transitional site; establish transitional operations at Lancaster Ave</li> <li>• Identify deficiencies and resources needed to sustain operations during the transition period and to prepare for revitalized NBM</li> </ul>	<p>July 31, 2023</p> <p>June 30, 2023</p>
<p>An Invigorated Pan-NB Approach</p>	<p>Strategic Plan, Pillar IV: An Invigorated Pan-NB Approach</p> <ul style="list-style-type: none"> <li>• Work with the Department of Tourism, Heritage and Culture and other heritage and museum partners on developing and implementing an invigorated New</li> </ul>	<p>March 31, 2024</p>

	<ul style="list-style-type: none"> <li>• Continue management of regional/provincial Heritage Fairs</li> <li>• Expand community engagement through enhanced use of digital platforms and content</li> <li>• Develop and implement a pilot project to support the Association of Heritage NB accreditation program</li> <li>• With a community museum partner, explore the feasibility of a joint exhibition project</li> </ul> <p><b>Note:</b> Pillar II is, at this stage, very closely tied to Pillar I and is not shown separately.</p> <p>The over-arching priority for the 2023-24 year will be the next phases of the capital project and associated capital campaign.</p>	<p>Ongoing</p> <p>March 31, 2024</p> <p>March 31, 2024</p> <p>Fall 2024</p>
<p>Collections Strategy</p>	<p>Work with the Archaeology and Heritage Branch to develop:</p> <p>An Updated Collections Management Strategy which includes the development of:</p> <ul style="list-style-type: none"> <li>• A Provincial Collections Policy</li> <li>• A coordinated approach to databasing provincial collections.</li> <li>• Ensures all provincial collections facilities have policies, practices and measures to ensure compliance.</li> </ul>	<p>NBM Staff to work with THC to present a proposed approach to a Provincial Collections Policy to the Minister by October 31, 2023.</p> <p>Technical Staff to participate in working group with other institutions and THC to present a draft Collections Policy to the Minister of THC by March 31, 2024.</p>
<p>2022-2025 business plan</p>	<p>The 2022-2025 NBM Strategy submitted by the NBM is the Business Plan as required under the <i>Accountability and Continuous Improvement Act</i>.</p> <p>The Minister must approve the Business Plan before it is fully implemented.</p> <p>The Business Plan is expected to be published on the NB Museum website within three months after its approval.</p> <p>The Business Plan must be compliant with the statutory obligations in the <i>Accountability and Continuous Improvement Act</i> and provide measurable goals and objectives for each fiscal year.</p>	<p>Submitted April 2022</p> <p>July 30, 2023</p>

2022-2023 annual  
report

The 2022-2023 annual report is expected to be presented to the Minister by September 30, 2023, for approval and filed with the Clerk of the Legislative Assembly within 30 days of approval.

September 30, 2023

The annual report shall be published on the NB Museum's website as soon as possible after it is filed with the Clerk of the Legislative Assembly.

The Annual Report must be compliant with the statutory obligations in the *Accountability and Continuous Improvement Act*.

I have every confidence that we have a team that is prepared to lead with fairness and focus and to make tough and balanced decisions to keep our province moving forward. It is an honour to serve the people of New Brunswick.