



**Provincial Capital Commission
Board of Directors Meeting Minutes
November 21, 2006**

DIRECTORS PRESENT

Bill Wellburn, **Chair**

Basil Boulton

Barbara Brink

Allan Cassidy

Jane Durante

Bob Gillespie

Rob Hunter

Bill Oppen

Leif Wergeland

EXCUSED

Beth Campbell, **Vice Chair**

Chris Fairbank

Pam Madoff

Geoff Young

Matt Vickers

RESOURCES

Ray Parks, CEO

Rick Crosby, CFO

Denis Johnston, Director Outreach

Sean Nacey, Policy Analyst/ Secretary

CALL TO ORDER

The meeting was called to order at 9:05 am.

APPROVAL OF AGENDA

The agenda was approved without change or additions.

APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held October 17, 2006 be adopted.

CARRIED

REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

CHIEF EXECUTIVE OFFICER REPORT

Outreach Activities

The CEO updated the Board on a number of outreach activities the PCC is currently involved in including: “Capital Connections” TV Vignettes, “Capital Kid” film award, Student Travel Subsidies and Youth Connects – the Capital Online in BC Schools. It was noted that staff at St. Ann’s Academy operated Ghost Tours in the weeks leading up to Halloween and that tickets are now on sale for the annual Christmas Advent Series. It was also reported the PCC is in the early stages of developing an ongoing partnership with BC’s Youth Parliament to develop a pilot project on leadership and governance for aboriginal youth. Samples of two “Capital Connections” TV vignettes were presented at the meeting.

PROPERTY ISSUES

Crystal Garden

The CEO reported that since the October Board meeting, the trustee has entered into an agreement with a listing agent to secure another tenant for the BC Experience and gift shop space. It was noted that the listing period will run to January 31, 2007.

Tourist Information Centre

The CEO reported that the exterior painting of the building was completed in October and that repair work to the tower is in progress.

FOI Status Report

The CEO reported that on the direction of the Information and Privacy Office the lease agreement between the PCC and Crystal Garden Partners Inc. for the BC Experience was made public on October 31, and has been posted on the PCC web site.

CHIEF FINANCIAL OFFICER REPORT

The CFO provided a status report on the Greenways and Beautification Program and noted that the PCC currently has \$151,222 in restricted reserves committed to fund four remaining projects. It was noted that in November 2005 the Board approved a time limit for funding active remaining projects to March 31, 2007.

The CFO reported that the municipality of Esquimalt is seeking a commitment from the PCC Board to extend funding availability to the South Coast Trail - Phase 2 Project beyond March 31, 2007 to allow for project completion. The issue was reviewed by Finance and Audit Committee at its November 14 meeting at it was recommended that funding be extended to March 31, 2008.

It was moved and seconded that the funding commitment of \$95,000 for the South Coast Trail Phase 2 Greenways Project be extended to March 31, 2008, conditional on the municipality of Esquimalt providing written confirmation to the PCC by January 31, 2007 of the current project status, key milestones and 2007/08 target completion date.

CARRIED

COMMITTEE REPORTS

Executive Committee

The Chair reported that Executive Committee met November 14 and that draft minutes of the meeting were attached. Director Wergeland raised a question regarding the "Capital Kid" Film Award noted in the November 14 Executive Committee draft minutes. Director Wergeland questioned if one minute would be long enough time for student films to celebrate an aspect of heritage or culture related to the BC Capital. The CEO noted that the one minute time limit should be plenty according to the Victoria Independent Film Festival who are partnering with the PCC on this initiative.

Finance and Audit Committee

The Committee Chair reported that committee met November 14. No additional issues were brought forward for discussion.

Governance Committee

The Board Chair noted that Governance Committee last met September 12 and is scheduled to meet next on January 23, 2007.

Program Resource and Communications Committee

Committee met November 15. No additional issues were brought forward for discussion.

Public Input

The Chair advised the public in attendance of the protocol for presentations to the Board. Scheduled presenters included Peter King, Minjung Kwon and Susan Creviston. Peter King and Minjung Kwon were not in attendance to speak to their written submissions.

Susan Creviston: spoke to her written submission and raised questions about the lease agreement between the PCC and Crystal Garden Partners Inc.

In reply to Mrs. Creviston’s written submission, the Chair provided clarification in regards to the \$700,000 in prepaid rent included in the BC Experience lease. The Chair noted that the prepaid rent went to upgrade the Crystal Garden building including electrical service upgrades to make the building functional. It was noted that the prepaid rent is applied as an annual set off to the rent over the initial 10 year term and is non refundable if the tenant defaults. The Chair also confirmed the lease was for 40 years, based on an initial 10 year term with renewal options.

CONCLUSION

With no further business, the meeting was declared concluded at 9:55 am.

Board Chair

Secretary