



DRAFT
Provincial Capital Commission
Board of Directors Meeting Minutes
March 17, 2009

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Barbara Brink
Allan Cassidy
Chris Coleman
Jane Durante
David Everett
Chris Fairbank
Lynda Hundleby
Russell Irvine
Philippe Lucas
Susan Marsden
Dean Murdock

RESOURCES

Ray Parks, CEO
Rick Crosby, CFO
Denis Johnston, Director Outreach
Kris Andersen, A/ Governance Analyst / Secretary

EXCUSED

David Everett
Wayne Hunter
Bill Oppen

CALL TO ORDER

The meeting was called to order at 9:00 am. The chair introduced the two new directors to the board: Chris Coleman and Philippe Lucas.

PUBLIC PRESENTATIONS

There were no public presentations or comments.

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 January 27, 2009 be adopted.

CARRIED

REVIEW OF BOARD 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 work on the Canadian Navy Centennial, Student Travel Subsidies, the BC Francophone Youth Parliament and developing a revised St. Ann's Grounds Plan.

- **En'owkin Centre** – a group will be visiting the capital this week as a follow up to the fall outreach trip to the South Okanagan. The PCC is assisting with two days of touring and the University of Victoria is providing one day of orientation to the university.
- **Capital Connections Videos** – The videos have been transferred to YouTube and will be accessible through a link from the PCC website.
- **PCC Banners** – Discussions continue to develop a PCC sponsored banner program possibly in support of the 2010 Olympics.
- **Minister's Announcement at St. Ann's Academy** – The CEO reported that the Board Chair and himself attended an announcement event at St. Ann's Academy where funding for contract operators of provincially-owned heritage sites was announced.
- **PCC Newsletter** – The Spring issue was distributed to the Board. Staff are encouraged to seek opportunities in the school system for newsletter distribution.

Property Activities:

- **Blackball Ferry** – Tenant funded site improvements are substantially completed however a few weather dependent tasks are still outstanding.
- **Ship Point** – The removal of approximately sixty large concrete planters from the wharf at Ship Point has been completed and will be utilized by the Greater Victoria Harbour Authority at Ogden Point.
- **Property Signage** – Staff are planning to install interpretive signage on PCC properties and refresh project signage throughout the region where appropriate.

Other Operational Issues

- **Acknowledgements** – longstanding PCC employee Debbie Eddy will be retiring from the PCC effective March 31, 2009. On behalf of the Provincial Capital Commission we celebrate Deb's dedication and commitment to the organization, and wish her a healthy and happy retirement with her family.

CHIEF FINANCIAL OFFICER REPORT

The CFO noted that through to the next Board meeting staff priorities will include completion of a number of public reporting documents for the 2008/09 fiscal year including the PCC's financial statements, annual report, and statement of financial information based on government timelines for crown corporations.

COMMITTEE REPORTS

- **Executive Committee** – approved minutes from the February 19, 2009 meeting and draft minutes of the March 10, 2009 meetings were provided for information. The Action items and recommendations have been addressed elsewhere in the agenda.
- **Finance and Audit Committee** – the committee met without quorum on March 10, 2009
- **Program Resource and Communications Committee** – draft minutes of the January 26, 2009 meeting were provided for information.

OTHER BUSINESS

None.

CONCLUSION

With no further business, the meeting was declared concluded at 10:00 am.

Board Chair

Secretary