



DRAFT
Provincial Capital Commission
Board of Directors Meeting Minutes
September 15, 2009

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Allan Cassidy *from 11:17 am*
Chris Coleman
David Everett
Chris Fairbank
Lynda Hundleby
Wayne Hunter
Russell Irvine
Susan Marsden *by telephone*
Bill Oppen

RESOURCES

Ray Parks
Rick Crosby
Denis Johnston
Kris Andersen, A/ Secretary

EXCUSED

Barbara Brink
Philippe Lucas
Jane Durante
Dean Murdock

CALL TO ORDER

The meeting was called to order at 11:00 am.

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 May 19, 2009 be adopted.

CARRIED

REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

It was moved and seconded that the 2009/10 meeting schedule be adopted as revised.

CARRIED

CHIEF EXECUTIVE OFFICER REPORT

Outreach Activities

The CEO updated the Board on a number of outreach activities the PCC undertook over the summer including BC150 Commemorative Sundial, Symphony Splash on the BC Day Weekend, the CCCO Conference in Whitehorse, YT and meetings towards increasing civic engagement in democracy.

- **Capital Connections Videos** – Three new and two updated videos in the series have recently been completed. The Pemberton Operating Room video was shown as a sample.
- **BC Day Festival at St. Ann's Academy** – A five minute powerpoint summary of the event was shown. Approximately 8,000 people attended throughout the day. The Director of Outreach will follow up regarding concerns raised by two neighbours. The members discussed possible ways that BC Day celebrations could be expanded to involve the regions, be hosted in the regions or other forms of involvement.
- **Student Travel Subsidy Program** – The Student Travel Subsidy Program is reaching capacity from a budget point of view so staff will be starting to look to other ways to financially expand the program.
- **Outreach Visit to Comox Valley** – the annual outreach trip to a region has been scaled back to staff visits to local service clubs and school districts following local feedback.

Property Activities

- **Property Maintenance** - fall project scheduling will include roof upgrades and cornice repairs at CPR Steamship Terminal building, and structural work to the Visitor Information Centre Clock Tower.
- **2010 Commemorative Naval Statue Project** - submission and approval of a detailed site plan is in progress. A landscape architect has been engaged by the proponent to assist in applying for a development permit with the City of Victoria.

Other Operational Issues

- **Service Plan Update** – the updated Service Plan for 2009/10 – 2011/12 including the three year financial outlook was circulated for information and is available on the PCC website.

CHIEF FINANCIAL OFFICER REPORT

The CFO provided an overview of the first quarter interim financial report for 2009/10. A forecast operating surplus of \$100,000 is anticipated, based on a conservative projection of revenues and expenses for the balance of the fiscal year.

COMMITTEE REPORTS

- **Executive Committee** – approved minutes from the July 7, 2009 meeting and draft minutes of the September 8, 2009 meetings were provided for information.
- **Finance and Audit Committee** – approved minutes of the July 7, 2009 and draft minutes of the September 8, 2009 meeting were provided for information.

It was moved and seconded that Grant Thornton be approved as auditors for 2009/10.

CARRIED

- **Governance Committee** – The Committee chair reported the highlights of the meeting held earlier in the day. He advised that Brian Johnston will be contracted to undertake a telephone survey to evaluate the board experience by board members. He will be contacting board members in the next month to undertake the survey and will provide a written report to the board for the next meeting. The revised St. Ann's Academy Policy Statement was approved and will be brought forward at the November board meeting. Following the recommendation of the committee noting that no vice-chair has been appointed:

It was moved and seconded that in the absence of the chair, the governance committee chair will be appointed acting chair.

CARRIED

- **Program Resource and Communications Committee** – Director Fairbank reviewed the draft minutes of the September 8, 2009 which were provided for information.

OTHER BUSINESS

None.

CONCLUSION

With no further business, the meeting was declared concluded at 12:02 pm.

Board Chair

Secretary