



DRAFT
Provincial Capital Commission
Board of Directors Meeting Minutes
October 20, 2009

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Barbara Brink
Allan Cassidy
Chris Coleman
Jane Durante *by telephone*
David Everett *by telephone*
Chris Fairbank *by telephone*
Lynda Hundleby
Lynn Hunter
Wayne Hunter
Russell Irvine
Dean Murdock

RESOURCES

Ray Parks
Rick Crosby
Kris Andersen, A/ Secretary

EXCUSED

Bill Oppen
Susan Marsden

CALL TO ORDER

The meeting was called to order at 9:30 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 September 15, 2009 be adopted.

CARRIED

REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and meeting schedule was reviewed. Re-scheduling of the November 16 Program and Resource Committee meeting is under review by the Committee Chair. There were no previous decisions brought forward.

CHIEF EXECUTIVE OFFICER REPORT

Outreach Activities

The CEO updated the Board on a number of ongoing outreach activities including promoting the Capital Connections Videos, over the meetings towards increasing civic engagement in democracy, Communities in Bloom, speaking events and tradeshow participation as well as updates on St. Ann's Academy grounds planning.

- **Outreach Visit to Comox Valley** – The Director of Outreach is currently in the Comox Valley initiating a series of visits in the area.
- **Student Travel Subsidy Program** – The Student Travel Subsidy Program was discussed with questions regarding the lift by the program against the pre-program visits to key capital destinations and what the maximum target for participation might be if all targeted participants could be funded. There is interest in increasing the recognition of the Program as the flagship PCC program and related branding.
- **Expanding into Social Media** – Staff have been exploring options and risks to add social media to the PCC web presence as part of the Student Travel Subsidy Program and the civic engagement work.
- **Newsletter** – The most recent newsletter was distributed to the members for information.

Property Activities

- **Property Maintenance** - Fall project scheduling includes roof upgrades and cornice repairs at CPR Steamship Terminal building, structural work to the Visitor Information Centre Clock Tower and addressing the enterprise wharf retaining wall.
- **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 second quarter Service Plan status report was circulated for information. All performance measure targets are being met or exceeded.

CHIEF FINANCIAL OFFICER REPORT

The CFO provided an overview of the second 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** – The draft minutes of the October 13, 2009 meeting were provided for information.
- **Finance and Audit Committee** – The draft minutes of the October 13, 2009 meeting were provided for information.
- **Governance Committee** – The draft minutes of the September 15, 2009 meeting were provided for information. Following the recommendation of the committee:

It was moved and seconded that in the St. Ann's Academy Policy Statement be amended as recommended by the Program Resource and Communications Committee and the Governance Committee.

CARRIED

- **Program Resource and Communications Committee** – no business to report.

OTHER BUSINESS

None.

CONCLUSION

With no further business, the meeting was declared concluded at 10:15 pm.

Board Chair

Secretary