



**DRAFT**  
**Provincial Capital Commission**  
**Board of Directors Meeting Minutes**  
January 19, 2010

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**DIRECTORS PRESENT**

Bill Wellburn, **Chair**  
Barbara Brink  
Allan Cassidy, **joined 9:45am**  
David Everett  
Chris Fairbank  
Lynda Hundleby  
Wayne Hunter  
Russell Irvine  
Susan Marsden, **by phone**  
Bill Oppen, **by phone**

**RESOURCES**

Ray Parks  
Rick Crosby  
Jan Norman, *A/ Secretary*

**EXCUSED**

Chris Coleman  
Jane Durante  
Lynn Hunter  
Dean Murdock

**CALL TO ORDER**

The meeting was called to order at 9:35 am.

**PUBLIC PRESENTATIONS**

There were no public presentations or comments.

**APPROVAL OF AGENDA**

The agenda was amended to include discussion of revised meeting dates for May and June. The agenda was approved as amended.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**It was moved and seconded** that the Minutes of the PCC regular meeting held November 17, 2009 be adopted.

**CARRIED**

**REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS**

The Board Outputs and meeting schedule were reviewed. May & June meeting dates were revised. Committee meetings will be held the morning of May 3 except for PRAC (May 4); the Board will meet in the afternoon. Executive and Finance & Audit will meet the morning of June 8; the Board will meet in the afternoon. Times to be confirmed.

**Action:** Staff will invite representatives of the Naval Centennial Celebration Committee to present their plans at an upcoming PCC Board meeting.

## CHIEF EXECUTIVE OFFICER REPORT

### Outreach Activities

The CEO updated the Board on a number of outreach activities including receipt of applications for the Student Travel Subsidy, the final report regarding the outreach visit to the Comox Valley, the ongoing Civic Engagement Project, and various Christmas concerts sponsored by the PCC.

- **Student Travel Subsidy Program** - Participation in this program continues to increase annually. Staff developing new models for analysing uptake.
- **Outreach Visit to Comox Valley** - A report of all the activities was presented at the January 18th PRAC meeting. PRAC determined that the former model, which included participation of Directors, was preferable. Two sites are under consideration for the 2010/11 visit.
- **Civic Engagement Project** – The goal of the project is to discover and understand how to engage youth and to explore the concepts of citizenship and foster active youth participation. A website forum was created as an interactive communication tool. Both the BC Youth Parliament and the Francophone Youth Parliament debated a resolution regarding affordable post secondary education, a topic chosen by a student focus group. Follow-up visits to participating high schools are ongoing and the on-line poll remains open.
- **Capital Festival Christmas 2009** – The concert series at St. Ann's Academy was well attended. Complimentary tickets to the concert at the MacPherson Theatre were distributed to clients of a variety of local community organizations. The webcast version of the concert was seen world-wide.

### Property Activities

- **CPR Steamship Terminal** - The PCC has been assisting tenants with relocation plans given the necessity to vacate the building during seismic and structural upgrades. Detailed planning is underway to ensure the completion of the project by March 2011 to meet the requirements of the federal Infrastructure Stimulus Fund.
- **2010 Commemorative Naval Statue Project** - A site plan was distributed to the PCC Advisory Design Panel for review and recommended revisions were included. The plan is still subject to approval by the City of Victoria.
- **Black Ball Ferry** – Order In Council approval has been received for the PCC's contribution of up to \$100,000 towards the next scheduled phase of wharf maintenance to be completed during the ferry operator's scheduled shutdown period in January 2010.
- **Crystal Garden** – The PCC is actively seeking a new tenant for the south retail space.

- **Property Disposition** - Order In Council approval has been received for the disposition of land residuals required by the City of Langford and the Ministry of Transportation for the highway interchange in Langford. Transfer agreements have been completed.

### **Other Operational Issues**

- **Olympic Torch Relay** – The PCC received a letter of thanks from the Program Director, 2010 Olympic Torch Relays expressing gratitude for the support provided for the recent Olympic Torch Relay visit to Victoria. A copy of the letter was circulated to the Board for information.

### **CHIEF FINANCIAL OFFICER REPORT**

The Quarterly Financial Report ending December 31, 2009 was presented. It was noted in the Operating Summary that the forecast operating surplus of \$125,000 is conservative, and will also be sensitive to Outreach commitments for the remainder of the fiscal year. The PCC's contribution for the Black Ball ferry wharf maintenance will be included as a capital expenditure.

### **COMMITTEE REPORTS**

- **Executive Committee** - The draft minutes of the January 12, 2010 meeting were provided for information.
- **Finance and Audit Committee** - The draft minutes of the January 12, 2010 meeting were provided for information.
- **Governance Committee** - The draft minutes of the November 17, 2009 meeting were provided for information. The Chair reported that work continues on the draft of the Board of Directors Manual – Corporate Governance.
- **Program Resource and Communications Committee** – The draft minutes of the November 17, 2009 meeting were provided for information. The Chair spoke to the following motions:

**It was moved and seconded** that the Board approve that the Vision Statement be amended to: *Connecting and celebrating the Capital with all British Columbians.*

**CARRIED**

**It was further moved and seconded** that the Board approve that Goal 1 be amended to: *British Columbians embrace and take pride in their Capital.*

**CARRIED**

**OTHER BUSINESS**

None.

**CONCLUSION**

With no further business, the meeting was declared concluded at 11:50 am.

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Board Chair

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Secretary

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