



**Provincial Capital Commission  
Board of Directors Meeting Minutes  
June 19, 2007**

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**DIRECTORS PRESENT**

Bill Wellburn, **Chair**  
Beth Campbell, **Vice-Chair**  
Basil Boulton  
Barbara Brink  
Jane Durante  
Pam Madoff  
Geoff Young

**RESOURCES**

Ray Parks, CEO  
Rick Crosby, CFO  
Dennis Johnston, Director Outreach  
Sean Nacey, Policy Analyst/Secretary

**EXCUSED**

Allan Cassidy  
Bob Gillespie  
Chris Fairbank  
Rob Hunter  
Bill Oppen  
Leif Wergeland  
Matt Vickers

**CALL TO ORDER**

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

**PUBLIC PRESENTATIONS**

The Chair advised the public in attendance of the protocol for presentations to the Board.

Chris Junck and Dr. Kathy Dunster: spoke on behalf of the Garry Oak Ecosystems Recovery Team regarding the presence of endangered garry oak ecosystems and species at risk on PCC lands in Langford.

Dr. Saul Arbess: spoke on behalf of the Protect Goldstream Coalition regarding PCC green space lands bordering the Trans Canada Highway.

**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 22, 2007 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: first nations initiatives, St. Ann's garden program, the Capital Online in BC schools, student travel subsidies, TV vignettes, Prince Rupert community visit, PCC newsletter and historical films of the Crystal Garden and the Capital.

#### **Property and Leasing Issues**

##### ***Mayor's Belleville Task Force***

The CEO reported that the Task Force has completed its report and that it will be forwarded to Minister Hagen and Mayor Lowe by the end of June. It was also noted that the expenses associated with the Task Force review will be funded by the PCC.

##### ***Crystal Garden***

The CEO reported that the PCC is making progress with plans to re-lease the retail stores at the Crystal Garden.

##### ***Labyrinth Project***

The CEO reported that the PCC received a proposal from the Victoria Labyrinth Society to construct and maintain a labyrinth at Millennium Park adjacent to St. Ann's Academy. It was noted that the unique characteristics of the design is that the labyrinth would be fully accessible to persons with disabilities. PCC staff has been directed to report back in September with further information.

#### **Operational Issues**

The CEO noted that the 2007 Annual Report is being finalized for public release by the end of June based on provincial government timelines for crown corporations.

### **CHIEF FINANCIAL OFFICER REPORT**

#### **Internal Control Summary**

The CFO referred members to an Internal Control Summary document prepared to summarize the comprehensive framework internal controls that the PCC operates within. The CFO noted that an area of focus heading into 2007/08 will be more comprehensive development and documentation of PCC operating policies, guidelines and procedures.

#### **Enterprise-wide Risk Management Policy**

The CFO referred members to a draft policy on Enterprise Risk Management and noted that the policy supports the Enterprise Risk Management Plan adopted in 2004.

<p><b>It was moved and seconded</b> that the policy on Enterprise Risk Management be adopted.</p>
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***CARRIED***

## COMMITTEE REPORTS

### Executive Committee

A draft policy for Design for Commission Lands and Buildings was brought forward for Board consideration. It was suggested that the third paragraph of the policy statement note the process of approvals from provincial and local municipalities having authority.

**Action:**

Staff to incorporate suggested changes to the draft policy and bring back to the September Board meeting for consideration.

The 2007/08 Executive Committee Outputs and Board schedule were circulated to the Board for review.

**It was moved and seconded** that the 2007/08 Executive Committee Outputs be approved as proposed.

*CARRIED*

**It was moved and seconded** that the 2007/08 Board Schedule and Outputs be approved as proposed.

*CARRIED*

### Finance and Audit Committee

The Chair reported that Finance and Audit Committee met June 12, 2007 and that draft minutes of the meeting were attached for information.

The 2007/08 Finance and Audit Committee Outputs were circulated to the Board for review.

**It was moved and seconded** that the 2007/08 Finance and Audit Committee Outputs be approved as proposed.

*CARRIED*

### Governance Committee

No issues were brought forward for discussion.

### Program Resource and Communications Committee

No issues were brought forward for discussion.

## CONCLUSION

With no further business, the meeting was declared concluded at 9:50 am.

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Board Chair

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Secretary