

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 21st OCTOBER 2003

There being due notice given and a quorum present, the October 2003 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 8:35 a.m. on Tuesday, the 21st October 2003 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

Bill Wellburn, Chair
Beth Campbell
Chris Fairbank
Rob Hunter
Russell Irvine
Pamela Madoff
Leif Wergeland

RESOURCES

Ray Parks, CEO
Larry Beres, Executive Director
Brian Rowbottom, Director, Programs and Projects
Deborah Eddy, Director, Financial Services, Property and Planning, PCC Secretary

REGRETS

Barbara Brink
Jane Durante
Jackie Ngai
Darwin Robinson
Christa Williams

ABSENT

Rob Fleming

CALL TO ORDER

The meeting was called to order at 8:35 a.m. by the Chair, Bill Wellburn.

APPROVAL OF AGENDA

The Agenda was approved without change or additions.

VERIFICATION OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held the 16th September 2003 be adopted.

CARRIED

FOLLOW-UP REPORTS

BUSINESS PLAN

The Executive Director asked that the item be withdrawn from the agenda because the cost estimates that were to be included in the Business Plan have not been received.

It was requested that information regarding the servicing to the building i.e. water and sewage treatment also be included in the Business Plan. It was also requested that heritage photographs be included and renderings showing a restored building.

In answer to a Director's question with respect to financing the renovation of the Stores Building, the Executive Director said that the Federal divestiture funds were available for certain expenditures relating to the Belleville Port Facility. These expenditures include health and safety and zoning requirements and it was indicated that the renovation to the building and wharves would qualify as an eligible expenditure.

HIGHWAY ROADSIDE MAINTENANCE POLICY

Staff reported that the Ministry of Transportation and Highways advised that the recent work on the Victoria area medians was in response to recommendations of local fire departments and the fire situation Province-wide. The Ministry is currently reviewing its approach to roadside mowing and on completing its review will advise the Board of any changes to the policy.

Directors generally thought it appropriate to communicate with the Ministry during their review process to emphasize the importance of maintaining the gateways into the Capital and throughout the Province.

It was stated that the PCC contributed beautification grants to the Ministry of Transportation and Highways with the understanding that the medians would be perpetually maintained.

<p>It was agreed that a letter be sent to the Minister of Transportation and Highways with copies to the CRD and municipalities within the Capital Improvement District stating the importance of maintaining the arterial approaches not only into the Capital but throughout the Province.</p>
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MANAGEMENT REPORTING

FINANCIAL REPORT

The Executive Director reported that the Finance and Audit Committee reviewed the August operating statement in detail and that the results do not reveal any areas of concern.

ADVISORY COMMITTEE REPORTING

ST. ANN'S ADVISORY COMMITTEE REPORT

Brian Rowbottom reported on the Committee minutes from June 11th and October 15th, 2003. Following direction from the Board, he had a meeting with Steve Barber, Heritage

Planner with the City of Victoria to discuss the role of St. Ann's Advisory Committee and it was concluded that the Committee has served its purpose.

Directors discussed the role of the Society of the Friends of St. Ann's and how its role might be nurtured and expanded.

It was suggested that the role of the Society of the Friends of St. Ann's be included in the review of St. Ann's Academy.

In answer to a Director's question regarding the leasing of the 3rd Floor Interpretive Centre, it was reported that Commission made the decision to renew the lease after its application for federal funding to complete the restoration was not approved.

It was moved and seconded that the resolution creating the St. Ann's Advisory Committee and its Terms of Reference dated June 26, 2001 be rescinded.

CARRIED

After review of the St. Ann's Academy Interpretive Centre Collections Management Policy, it was considered to be an operational issue and was referred to Management for review.

COMMITTEE REPORTING

EXECUTIVE COMMITTEE

Bill Wellburn reported on the meeting held October 14, 2003.

Recommendation of New Appointee to GVHA Board

With respect to the Chair's recommendation of a new appointee to GVHA Board, Mr. Wellburn indicated that the matter has been deferred until after the November harbour visioning session. Martin Segger, PCC's appointee to the GVHA, has registered for the Inner Harbour Visioning Session and will be attending the 2020 Urban Forum. Mr. Segger is aware that a new PCC appointment will be made to the GVHA Board.

2020 Urban Forum

Bill Wellburn briefly outlined the program for the 2020 Urban Forum organized by the Downtown Victoria Community Alliance. The Society is seeking approximately \$250,000 in funding. The City of Victoria has pledged \$78,000. The remainder of the funding will come from delegate fees, sponsorships and fundraising. The PCC was identified by the Society as a possible funding source. Although the PCC will be incurring \$15,000 to \$20,000 for the Inner Harbour Visioning Session, the Executive Committee is recommending that the PCC provide some support towards the 2020 Urban Forum.

It was moved and seconded that the PCC contribute \$2,500 towards the 2020 Urban Forum.

CARRIED

Garden Lecture Series

Following discussion of the Garden Lecture Series program,

It was moved and seconded that Pam Charlesworth be asked to work with Deborah Eddy to organize and carry out the 2004 Garden Lecture Series and that strategies be incorporated to make it inclusive for all British Columbians.

CARRIED

FINANCE & AUDIT COMMITTEE

Rob Hunter reported on the meetings held October 14, 2003. The Finance and Audit Committee has just completed the current state analysis of PCC’s “expense-generating” properties and will be reviewing the open space properties at their next meeting. The Chair of the Committee is preparing a report summarizing the current state analysis.

There was a lengthy discussion relative to the development of a policy framework for the PCC and the Finance and Audit Committee’s recommendation that a pricing policy be developed reflecting market rates for rentals/users of PCC properties. There was general consensus that the policy be included in PCC’s overall policy framework but that the policy also recognizes non-market functions. Policies are developed for the Board’s consideration and management is responsible for the operation in accordance with Board approved policies.

It was moved and seconded that a pricing policy be drafted for Board approval which sets out how market rents and user fees for PCC properties are to be determined for both commercial and not-for-profit organizations.

CARRIED

GOVERNANCE COMMITTEE

The Governance Committee did not hold their regularly scheduled meeting this month.

INNER HARBOUR VISIONING TASK FORCE

Bill Wellburn reviewed the minutes the October 15th meeting of the Inner Harbour Visioning Task Force. It was reported that 64 participants have registered to date and that all of the invited representatives from the City of Victoria and the GVHA will be in attendance. Staff will be conducting a tour of the Inner Harbour for keynote speakers and facilitators on the afternoon of November 18th and a dinner has been scheduled for 7:00 p.m. the same evening for facilitators, keynote speakers, committee members and PCC Board of Directors.

The Committee will be meeting on November 5th to finalize the details for the visioning session.

With no further business, the meeting was declared concluded at 9:30 a.m.

Board Chair

Secretary