

**PROVINCIAL CAPITAL COMMISSION**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**  
**TUESDAY, 18<sup>th</sup> NOVEMBER 2003**

There being due notice given and a quorum present, the November 2003 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 4:07 p.m. on Tuesday, the 18<sup>th</sup> November 2003 at 613 Pandora Avenue, Victoria, British Columbia

**DIRECTORS PRESENT**

*Bill Wellburn, Chair*  
*Barbara Brink*  
*Beth Campbell*  
*Chris Fairbank*  
*Rob Hunter*  
*Russell Irvine*  
*Jane Durante*  
*Pamela Madoff*  
*Leif Wergeland*  
*Christa Williams*

**RESOURCES**

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

**REGRETS**

*Rob Fleming*  
*Jackie Ngai*  
*Darwin Robinson*

**CALL TO ORDER**

The meeting was called to order at 4:07 p.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 October 21, 2003 be adopted.

***CARRIED***

## **CEO REPORTING**

### ***FINANCIAL REPORT***

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

### ***VISIONING SESSION***

An updated agenda was circulated to directors and the CEO briefly outlined the upcoming day's proceedings. It was reported that a link to the "Amazing Possibilities" web site will be posted on the PCC's web site.

Bill Wellburn reported on the Downtown Victoria 2020 Urban Forum. He said there was excellent representation from the community and that a number of PCC directors attended. He indicated that the forum was very informative and the development of the waterfront was mentioned several times during the 2 day session.

Directors discussed desired outcomes from the Inner Harbour Vision Session. It was indicated that an important outcome would be the formation of a tripartite partnership between the PCC, GVHA, City with representation from other agencies to develop, in cooperation, the properties on the Inner Harbour for the public good and that a committee be formed as soon as possible. The public consultation process was also discussed and the importance of keeping the public informed and enthusiastic.

The staff was thanked for all their efforts in planning the Inner Harbour Visioning Session.

## **COMMITTEE REPORTING**

### ***EXECUTIVE COMMITTEE***

Bill Wellburn reported on the meeting held November 10, 2003. The Chair outlined the agenda for the December 9<sup>th</sup> board meeting and planning session. The board meeting will commence at 9:00 a.m. at the Ocean Point Resort. The planning session will be facilitated by Brian Johnston and is scheduled to begin at 10:00 a.m. and continue until 5:00 p.m.

Ray Parks indicated that he is currently developing the PCC's Service Plan, with the assistance of a consultant due to statutory deadlines. A board approved Service Plan must be submitted to Crown Agencies Secretariat by January 30, 2004. He also indicated that PACE Communications is drafting a Communications Plans which will focus on the PCC's new mission and vision. Both PACE and the Service Plan consultants will be attending the planning session on December 9<sup>th</sup>.

### ***FINANCE & AUDIT COMMITTEE***

Rob Hunter reported on the meetings held November 10, 2003. The Chair said there were no budget discrepancies for September other than what was reported at previous board meetings and there were no unusual items to report for October. He indicated that the committee has completed their review of PCC's property holdings and that a "confidential" draft summary report will be circulated to directors. With respect to

PCC's open space properties, it was reported that staff will be engaging the services of a real estate consultant to assess PCC's open space properties to identify properties with commercial viability taking into consideration the protection of view corridors along the arterial approaches into the Capital.

It was further reported that Measure Measures is completing the task of measuring all PCC's revenue producing properties and that the draft summary report will be recommending that all PCC leases be NNN leases.

***SIGNING AUTHORITY FOR PCC CHEQUES***

Following a brief discussion,

**It was moved and seconded** for cheques issued by the Commission, endorsement signatures included:

For amounts less than \$100,000 any two of the following:

## MISCELLANEOUS CORRESPONDENCE/INFORMATION

The following items were received and filed:

- CAZA/AZAC Award honouring outstanding achievement by an Institution presented to the Crystal Garden Conservation Centre, dated October 4, 2003;
- Letter from Jon McKinnon, Chair, Greenways Advisory Committee dated October 27, 2003 re: Greenways Advisory Committee;
- Times Colonist article re: 2020 Urban Forum November 17 & 18, 2003;
- Times Colonist article re: Inner Harbour Visioning Session November 19, 2003.

With no further business, the meeting was declared concluded at 4:50 p.m.

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Board Chair

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Secretary