

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, MARCH 25, 2003

There being due notice given and a quorum present, the regular monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 12:15 p.m. on Tuesday, March 25, 2003 at 613 Pandora Street, Victoria, BC.

DIRECTORS PRESENT

Bill Wellburn, Chair
Gordon Leighton, Vice Chair
Barbara Brink
Judy Brownoff
Services,
Beth Campbell
Jane Durante
Chris Fairbank
Rob Hunter
Russ Irvine
Pam Madoff
Jackie Ngai from 1:25 p.m.
Darwin Robinson
Christa Williams

RESOURCES

Larry Beres, Executive Director
Brian Rowbottom, Director, Programs
and Projects
Deborah Eddy, Director, Financial
Property & Planning / Secretary

REGRETS

Rob Fleming

CALL TO ORDER

The meeting was called to order at 12:15 a.m. The Chair welcomed Pam Madoff to the Board replacing Helen Hughes.

APPROVAL OF AGENDA

The agenda was approved without change or additions.

VERIFICATION OF MINUTES

<p>It was moved, seconded that the minutes of the PCC regular meeting held February 19, 2003 be adopted. CARRIED.</p>
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FINANCIAL REPORT & AUDITOR PRESENTATION

Roger Brown, Auditor General's Office and Alana Nast, Grant Thornton attended the meeting to explain proposed changes to the Auditor General Act. Currently the Auditor General's office, through legislation, is the auditor of record for the Provincial Capital Commission. Under the new Act, other options will be available to the PCC with respect to the awarding of the audit work. The Auditor General's office for several years has

contracted the PCC's audit work to Grant Thornton and has recently awarded them another 5 year contract starting with fiscal year ending 2003. This arrangement will continue until such time as the Auditor General's office has an opportunity to consult with the Provincial Capital Commission regarding changes to the legislation.

The Auditor General's office also offered to provide guidance with PCC's Performance Reporting.

Alana Nast explained the audit process and schedule for this year's audit.

Larry Beres reported on the P.C.C.'s 11-month operating results for the period ended February 28, 2003 and indicated that there were no problems to identify. It was noted that the two major capital projects will not be completed until after the fiscal year end and accounting procedures will be discussed with the auditors to determine how the projects will be accounted for.

It was requested that the monthly financial position be reported utilizing percentage increase/decreases to identify changes from the previous year and from budgeted figures..

PROPOSED PCC BOARD MANUAL

The Chair stated that the composition of the Board Manual came from a number of sources and the purpose of the manual is to describe the role of the Board of Directors and to assist the Board in achieving the highest levels of effectiveness. The Chair indicated that once the draft document is approved in principle it will be forwarded to the Governance Committee for review.

Directors commented on the manual at length and suggested several changes to the document.

It was moved and seconded that the draft PCC Board Manual, prepared by the Chair, be adopted in principle for guidance of the PCC Board and that it be referred to the Governance Committee for fine-tuning. **CARRIED**

CONFIRMATION OF MISSION/VISION STATEMENT

It was moved and seconded that the following Mission/Vision statement as identified at the February 18 & 19 Planning workshop be approved:

Connecting and Celebrating the Capital with every British Columbian.

Your Province, Our Diversity

Your Capital, Our Heritage

Your Spirit, Our Future

CARRIED

It was moved and seconded that the Tag Line as identified at the February 18 & 19 Planning workshop be approved:

Connecting and Celebrating British Columbia

CARRIED

CONFIRMATION OF VALUES & GUIDING PRINCIPLES

Directors reviewed the draft values and guiding principles No. 1 to 8 as identified at last month's planning workshop and suggested changes to the wording.

It was moved and seconded that Values and Guiding Principle No.1 be approved.

Act with Integrity

- *Open, honest and fair*
- *Transparent*

CARRIED

It was moved and seconded that Values and Guiding Principle No.2 be approved.

Be respectful, inclusive and accessible.

CARRIED

It was moved and seconded that Values and Guiding Principle No.3 be approved.

Think, plan and act long term.

CARRIED

It was moved and seconded that Values and Guiding Principle No.4 be approved.

Be socially responsible in everything we do

- *Long-term financial and economic sustainability*
- *Healthy environment*
- *Well-being of all citizens*

CARRIED

It was moved and seconded that Values and Guiding Principle No.5 be approved.

Balance the needs of the Capital and the Province-wide mandate.

CARRIED

It was moved and seconded that Values and Guiding Principle No.6 be amended as follows:

Recognize and support the diversity of British Columbia's cultures, landscapes and history.

CARRIED

It was moved and seconded that Values and Guiding Principle No. 7 be amended as follows:

Recognize the importance of our heritage properties within Provincial Capital Commission's mandate.

Motion defeated.

It was moved and seconded that Values and Guiding Principle No. 7 as identified at the February 18 & 19 Planning workshop be approved.

Manage the balance between our heritage properties and our overall mandate.

CARRIED

It was moved and seconded that Values and Guiding Principle No. 8 be tabled.

CARRIED

ANNUAL SPRING RECOGNITION DINNER

Larry Beres briefly reviewed the tradition for Commission to hold an annual spring dinner to thank current and recently retired members and staff for their service to the Province. The occasion has also been used for special recognitions such as staff retirements, long term service awards, awards of merit. It was suggested that this year's event could be used to recognize the previous Chair Pamela Charlesworth's 20 + years of service to the Commission.

It was requested that former Chairs of the Commission and partners (or guests) of all current directors be invited to the recognition dinner.

It was moved and seconded that staff be authorized to arrange the annual recognition dinner for June 24 at the Crystal Garden or alternative venue if required.

CARRIED

MISCELLANEOUS CORRESPONDENCE/INFORMATION

The following item was received and filed:

- Letter from Weaver Law Firm dated February 20, 2003 re: 812 Wharf St. public facilities.

OTHER BUSINESS

2003 Board of Directors Meeting Schedule

Due to scheduling conflicts with the 4th Tuesday of the month, it was suggested that the meeting schedule be changed.

It was moved and seconded that the Board of Directors Monthly Meetings be rescheduled to the 3rd Tuesday of the month commencing September, 2003.

CARRIED

With no further business, the meeting was declared concluded at 1:44 p.m.

Board Chair

Secretary