

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, MAY 27, 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 8:35 a.m. on Tuesday, May 27, 2003 at 613 Pandora Street, Victoria, BC.

DIRECTORS PRESENT

Bill Wellburn, Chair
Barbara Brink
Jane Durante
Chris Fairbank
Rob Fleming
Rob Hunter
Russ Irvine
Pam Madoff
Jackie Ngai
Darwin Robinson

RESOURCES

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

REGRETS

Beth Campbell
Gordon Leighton
Leif Wergeland
Christa Williams

CALL TO ORDER

The meeting was called to order at 8:35 a.m.

APPROVAL OF AGENDA

The agenda was approved without change or additions.

VERIFICATION OF MINUTES

<p>It was moved and seconded that the minutes of the PCC regular meeting held April 22, 2003 be adopted. CARRIED.</p>
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MANAGEMENT REPORTING

FINANCIAL REPORT

Larry Beres reported that the first month operating results do not reveal any areas of concern nor is it possible to indicate any trends on such short-term experience.

CP TERMINAL BUILDING

Responding to direction from Commission regarding the upper floors of the CP Terminal building, Larry Beres reported on the asbestos abatement plan from North West Environmental Group, his discussions with interested parties relative to leasing and parameters for an RFP.

Directors discussed various options/incentives with respect to leasing the space and were in general agreement that a property management firm should be engaged and that an RFP be issued with a disclosure regarding the asbestos.

It was moved and seconded that management be authorized to request proposals for the services of a leasing consultant to source a tenant for the upper floors of the CP Terminal Building and, further, that an RFP for leasing the upper floors of the CP Terminal building be brought forward to the Executive Committee for final approval.

CARRIED

REPORT ON HERITAGE SOCIETY MEMBERSHIP

Directors discussed memberships in the Heritage Society of British Columbia and other societies that by may be aligned in one way or another with the vision of the PCC.

It was moved and seconded that the Provincial Capital Commission become a member of the Heritage Society of British Columbia and seek to be represented on its Board of Directors by a member of the PCC Board or Staff.

CARRIED

Management was directed to prepare a report on Provincial Capital Commission’s current strategic partners and provide the names of individuals who represent the Commission on various boards. It was the view of the Board that representation should come from either a directors or staff member.

REPORT ON THE LAND CONSERVANCY OF BC

Russ Irvine disclosed that he was a member of the board of TLC.

It was moved and seconded that management be directed to investigate the strategic merits of the Provincial Capital Commission becoming a member of The Land Conservancy of BC.

CARRIED

It was suggested that the PCC office receive membership newsletters from the various Societies and a pdf file be sent to directors as an information item.

PROPOSED CELEBRATION OF APPLES – ST. ANN’S ACADEMY

Following discussion on PCC’s policy regarding use of their open space properties,

It was moved and seconded that the Provincial Capital Commission enter into a partnership with the Victoria Fruit Tree Project by providing free use of St. Ann’s Academy for “A Celebration of Apples” on the 1st November 2003.

CARRIED

ADVISORY COMMITTEE REPORTING

ST. ANN’S ADVISORY COMMITTEE REPORT

Brian Rowbottom reported on the minutes from the 12th March 2003 meeting of the St. Ann’s Academy Advisory Committee.

GREENWAYS ADVISORY COMMITTEE REPORT

Deborah Eddy reported on the minutes from the 3rd December, 2002 meeting of the Greenways Advisory Committee.

Bill Wellburn reported that he attended the May 13th meeting of the Greenways Advisory Committee and that he provided the Committee with an overview of Commission’s new Board and direction. He indicated to the Committee that the new PCC Board recognizes the leadership role that the Commission and the Committee have played in Greenways over the past several years and the PCC’s strategy is to wind down their financial support of the Partnership Program. The PCC Board views Greenways as a mature project and one that is being managed effectively by the Capital Regional District through its Parks Master Plan. The Commission will continue to support Greenways philosophically as an ongoing enhancement to the Capital.

Staff advised that the involvement of CRD Parks in the Greenways Program focuses on regional trails, as opposed to municipal connections to the regional trails. It was suggested that CRD’s Regional Planning Division be contacted regarding the divestiture of the Greenways Program and the Greenways Advisory Committee.

The Greenways Advisory Committee has indicated that there is some concern from Committee members with respect to their role if the Greenways program is transferred to another agency.

COMMITTEE REPORTING

The Chair outlined the role of the Board Committees and said that it is expected that each Committee will provide a summary of their meetings to the Board through Committee minutes and a verbal report by the Committee Chair at each Board meeting. Board Committees have no approval authorities and will only make recommendations to the Board unless acting on behalf of the Board pursuant to a specific Board Resolution. He indicated that a set of yearly outputs has been developed for the Executive Committee and that Committee Chairs are developing outputs for their committees.

EXECUTIVE COMMITTEE REPORT

Review Draft of First Update to Minister Abbott

As part of the review of the draft, the Committee recommended a revision to Commission's Values and Guiding Principles to eliminate what appears to be a redundancy:

No. 5 "Balance the needs of the Capital and the Province-wide mandate."

No. 7 "Manage the balance between our heritage properties and our overall mandate."

be consolidated to read:

"Balance the needs of the Capital, our heritage properties and the Province-wide mandate."

Recommendation was declined.

In-Camera Meeting Parameters

It was moved and seconded that as a matter of procedure, the Executive Committee, which consists of all Committee Chairs, (and includes the Executive Director as a resource) will approve regular and in-camera board meeting agendas. The guiding principle will be that wherever possible items will be included in the regular Board agenda and that the in-camera Board agenda will be restricted to those matters referred to in the Board Manual where it is in the best interests of the Commission and a third party.

CARRIED

Public Notification of PCC Meetings

Directors discussed various methods of reporting i.e. to the public and local governments and the PCC web site.

It was moved and seconded that the public be informed, following concurrence by the Minister Responsible, of PCC's new mission and vision by way of a press release and that it also include the board meeting schedule and notice that all regular meetings are open to the public.

CARRIED

The day and time of the Commission meetings will be posted on the PCC's web site when the meeting times and dates are regularly scheduled.

Public Consultation

Directors generally agreed that the PCC needs to communicate its new direction to the public and municipal councils and it was suggested that the PCC engage the services of a communication consultant to assist the Chair and Executive Director.

It was moved and seconded that the PCC, in conjunction with the release of its 2002/2003 Annual Report, hold a public meeting and consultation in the fall of 2003 to report on the activities and future direction of the PCC and to receive public input.

CARRIED

And further,

It was moved and seconded that a communication consultant assist the Provincial Capital Commission in announcing its new vision and mission.

CARRIED

Human Resource Requirements for 2003-2004

It was noted that the recommended human resources budget for 2003-2004 does not include the COLA increase effective April 1, 2003.

It was moved and seconded that the human resources status quo budget in the total amount of \$1,124,600 providing staffing requirements necessary to fund 2003/2004 PCC operations be approved..

CARRIED

FINANCE AND AUDIT COMMITTEE REPORT

Rob Hunter reviewed the report from the committee and indicated that 2003-04 budget and forecasts for 2004-05 and 2005-06 may have to be amended as a result of the PCC's new direction. He also explained the restricted and internally restricted funds from the Belleville Port Facility.

Directors reviewed the notes and opinions from the Auditor General office.

Larry Beres said that the auditors will not be issuing a management letter this year.

Schedules 1 through 5 of the audited financial statements were reviewed and it was pointed out that there are funds internally restricted for both the Beautification and Greenways Programs.

It was moved and seconded that Commission approve the 2002-2003 audited financial statement and authorize the appropriate authorities to sign the statements on behalf of the Commission for transmission to the Comptroller General and the Minister Responsible for presentation to the Legislative Assembly as per Clause 12 of the Capital Commission Act.

CARRIED

GOVERNANCE COMMITTEE REPORT

In the Chair’s absence, Jackie Ngai reported on the minutes from the last committee meeting held on May 15, 2003.

The draft Board Manual was reviewed which included input from Directors and staff.

It was moved and seconded that the revised Provincial Capital Commission Board Manual dated May 21, 2003 be approved.

CARRIED

PLANNING TASK FORCE REPORT

In the absence of the Committee Chair, Bill Wellburn reported on the conference call meeting held on May 7, 2003. He circulated a memo dated May 25 with respect to long-term planning for the PCC and suggested three “big picture” goals and objectives based on the Provincial Government’s planning approach:

1. A Capital that reflects the history and culture of the Province.
2. A Province that is connected with its Capital
3. A Self-sustaining Crown Corporation.

It was suggested that #3 does not reflect “sustainability” from an environmental and leadership perspective as discussed at the Planning Session, and that it should be changed to a big picture goal of “Leadership and sustainability” with fiscal and environmental objectives.

Following review of proposed PCC’s goals and objectives, it was recommended that the information be forwarded to the Planning Task Force Committee for discussion.

It was suggested that the next meeting of the Planning Task Force be held on June 23, 2003 from 3:00 to 5:00 p.m.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

The following items were received and filed:

- Excerpts from CRD Parks 2002 Annual Report re: Millstream Creek Bridge Replacement and Donors to CRD Parks;
- Ministry of Transportation’s Adopt-a-Highway Program dated April 15, 2003

With no further business, the meeting was declared concluded at 11:10 a.m.

Board Chair

Secretary