

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, JUNE 24, 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, June 24, 2003 at 613 Pandora Street, Victoria, BC.

DIRECTORS PRESENT

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

RESOURCES

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

REGRETS

Rob Fleming
Leif Wergeland

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 May 27, 2003 be adopted.</p> <p style="text-align:right"><i>CARRIED.</i></p>
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MANAGEMENT REPORTING

FINANCIAL REPORT

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

ADVISORY COMMITTEE REPORTING

ST. ANN'S ADVISORY COMMITTEE REPORT

The minutes of the St. Ann's Academy Advisory Committee were received and filed.

COMMITTEE REPORTING

EXECUTIVE COMMITTEE REPORT

It was moved and seconded that the proposed Executive Committee outputs for 2003-2004 be approved.

CARRIED

RFP for Leasing Broker

As a result of direction from the Executive Committee, the Executive Director issued an RFP to 4 commercial leasing agents to provide assistance in securing a suitable tenant for the upper floors of the CP Terminal Building. The closing date for receipt of proposals is July 11. The proposals will be reviewed by the Executive Committee and recommendations forwarded to the Board for consideration at the July 22 meeting.

RFP for Communications Consultant

Following the last meeting of the Executive Committee, the Executive Director issued an RFP to 15 communications consultant individuals/firms. The deadline for receipt of proposals is July 11 and the proposals will be vetted by the Executive Committee and recommendations forwarded to the Board for consideration at the July 22 meeting.

FINANCE AND AUDIT COMMITTEE REPORT

Rob Hunter reported on the Finance and Audit Committee outputs for 2003-2004 and said that the committee has commenced its review of PCC property holdings.

It was moved and seconded that the proposed Finance and Audit Committee outputs for 2003-2004 be approved.

CARRIED

Pacific Undersea Gardens

It was noted that the Pacific Undersea Gardens lease expires October 31, 2003 and the Finance and Audit Committee recommended that a decision-making framework be established to enable the Board to make a decision with regards to the lease based on PCC's new mission/vision and values.

Directors discussed the City of Victoria's position with regards to the Pacific Undersea Gardens and its location in front of the Legislature. It was requested that the City of Victoria be asked to formally reiterate their position concerning the Pacific Undersea Gardens. It was also suggested that the Board request feedback from other stakeholders regarding the attraction.

The City of Victoria's Harbour Plan was discussed and the need for a comprehensive master plan of the harbour.

Directors discussed various options relating to the renewal of the Pacific Undersea Gardens lease including capital improvements, design standards and environmental issues.

Staff was asked to provide clarification regarding any Treasury Board guidelines concerning the issuance of RFP's for public property upon the expiry of a leaseholder's interest.

It was moved and seconded that in consideration of the planning and usage issues surrounding the Inner Harbour, the Pacific Undersea Gardens be offered a 2 year extension on the current lease and the matter be referred to the Finance and Audit Committee for a recommendation on rent for consideration by the Board.

CARRIED

Operating Budget

In answer to a Director's question regarding Crystal Garden's budgeted admission revenues, the Executive Director indicated that the budget figure is based on historical information and on an increase in admission rates.

It was moved and seconded that the revised 2003-2004 Operating Budget for the Provincial Capital Commission be approved.

CARRIED

Property Analysis

Following discussion on a business plan as previously requested by the Board for the Stores Building and Wharves and whether the property should be included in a comprehensive plan for Belleville Street and the proposed international ferry terminal,

It was moved and seconded that staff prepare a business plan for the Stores Building and adjacent Wharves for consideration by the Board.

CARRIED

GOVERNANCE COMMITTEE REPORT

Beth Campbell reported on the meeting of the Governance Committee held on June 23. She indicated that the Committee discussed the size and composition of the Board, responsibilities of the Board and Committees, Standards of Ethical Conduct and assessment of Board Committees.

It was moved and seconded that the Committee Chairs be directed to prepare 6-month reviews of their respective Committees.

CARRIED

PLANNING TASK FORCE REPORT

As a result of Gordon Leighton’s resignation, Bill Wellburn assumed the position of Chair of the Planning Task Force and reported on its last meeting.

The following draft PCC21 “Big Picture” Goals were developed for discussion after review of all the planning materials and other factors:

- A. All British Columbians taking pride in their Province and Capital.
- B. A Capital reflecting the history and cultures of British Columbia.
- C. A successfully transitioned Crown Corporation 100% focused on its new mission and vision.

Directors reviewed the “big-picture” goals and the objectives and strategies for each goal and suggested the following:

- Goal B: Partnerships with First Nations be added to Strategy no. 1.
- Goal C: Strategy no. 6 be repositioned to Strategy no. 3.

It was moved and seconded that the following Big-Picture Goals be adopted:

- A. All British Columbians taking pride in their Province and Capital.
- B. A Capital reflecting the history and cultures of British Columbia.
- C. A successfully transitioned Crown Corporation 100% focused on its new mission and vision.

CARRIED UNANIMOUSLY

Bill Wellburn reported that the Mayor of Victoria has indicated an interest in meeting with the Board to discuss various planning issues relating to the Inner Harbour.

It was suggested that a tripartite meeting of the PCC, the Greater Victoria Harbour Authority and representatives of the City of Victoria be convened in the fall to discuss mutual interests and a Vision for the Inner Harbour.

It was also suggested that the City planner be invited to speak to the Board with respect to the City’s Harbour Plan at its July meeting.

It was moved and seconded that the Provincial Capital Commission host a facilitated visioning session with presentations from planning experts on the Inner Harbour in November with representation from the PCC, City of Victoria, the Greater Victoria Harbour Authority, local MLA's and other selected stakeholders.

And further,

That Jane Durante, Jackie Ngai and Russ Irvine be appointed to the planning committee to organize the Inner Harbour visioning session.

CARRIED

The following meeting dates were suggested to minimize travel requirements for out of town Directors:

- October 21, 2003 – Public Meeting and Consultation to report on the activities and future direction of the PCC.
- November 18 and/or 19, 2003 – Inner Harbour visioning session.

Executive Director Succession

Bill Wellburn reported that the Executive Director is slated for retirement next year and options for early retirement were discussed. He indicated that plans to recruit and fill the position of Executive Director will have to commence very shortly in order for the new incumbent to take responsibility and ownership of PCC's new plan that he/she has had a hand in developing. It was also noted that the current classification of Executive Director understates the responsibilities and compensation associated with the senior management position of the PCC.

It was moved and seconded that :

- The Executive Director's position be declared redundant;
- A new position of Chief Executive Officer be created and classified by the B.C. Public Service Agency;
- An executive search commence to fill the position of Chief Executive Officer for the Provincial Capital Commission.

CARRIED

Various resources for recruiting a new CEO were discussed including resources available through the BC Public Service Agency and engaging a search firm.

Staff was directed to prepare an Request for Proposal engaging the services of a search firm for consideration by the Executive Committee at its July meeting.

In answer to a Director's question regarding timing for the classification of the CEO position, the Executive Director could not give a definitive answer but said that the

position could probably be advertised with the classification “Under Review”.

It was moved and seconded that the Provincial Capital Commission approach the B.C. Public Service Agency for approval to engage the services of a search firm to assist in the recruitment of a Chief Executive Officer.

CARRIED

MISCELLANEOUS CORRESPONDENCE/INFORMATION

The following item was received and filed:

- BC Provincial Capital Commission Memberships.

Following discussion on PCC appointments to other boards and commissions,

It was moved and seconded that a policy be established governing representation of the PCC on other boards and agencies.

CARRIED

OTHER BUSINESS

CANADA DAY FIREWORKS

Information on PCC’s contribution to this year’s Canada Day Celebration was received and filed.

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

Board Chair

Secretary